5.6 Administrative Entity Structure Changes

This option allows the user to add new administrative entities, delete closed administrative entities, merge two or more administrative entities, change an administrative entities into an outlet of another entity, restore previous deletions, and delete incorrect records. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS user.

5.6.1 Edit Checking During Administrative Entity Structure Changes

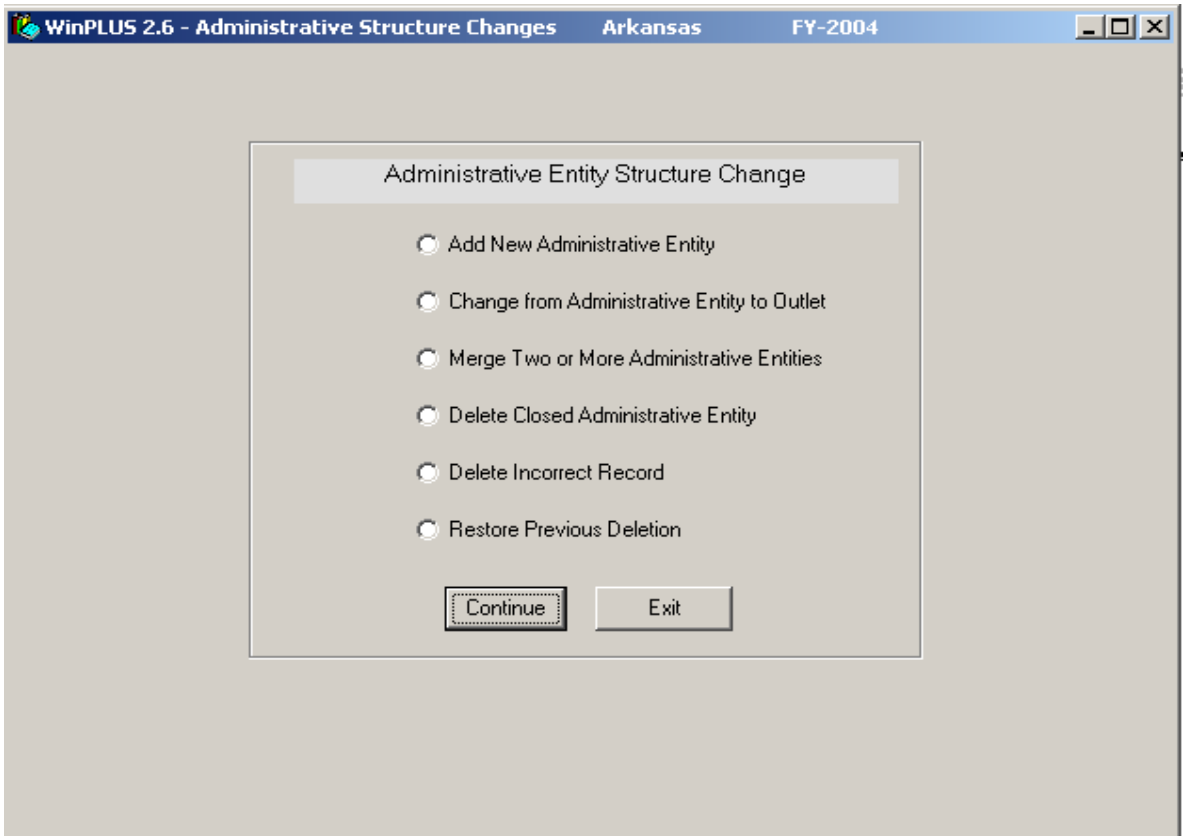
During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a –2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" and is used for these items only**:** • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendix E.

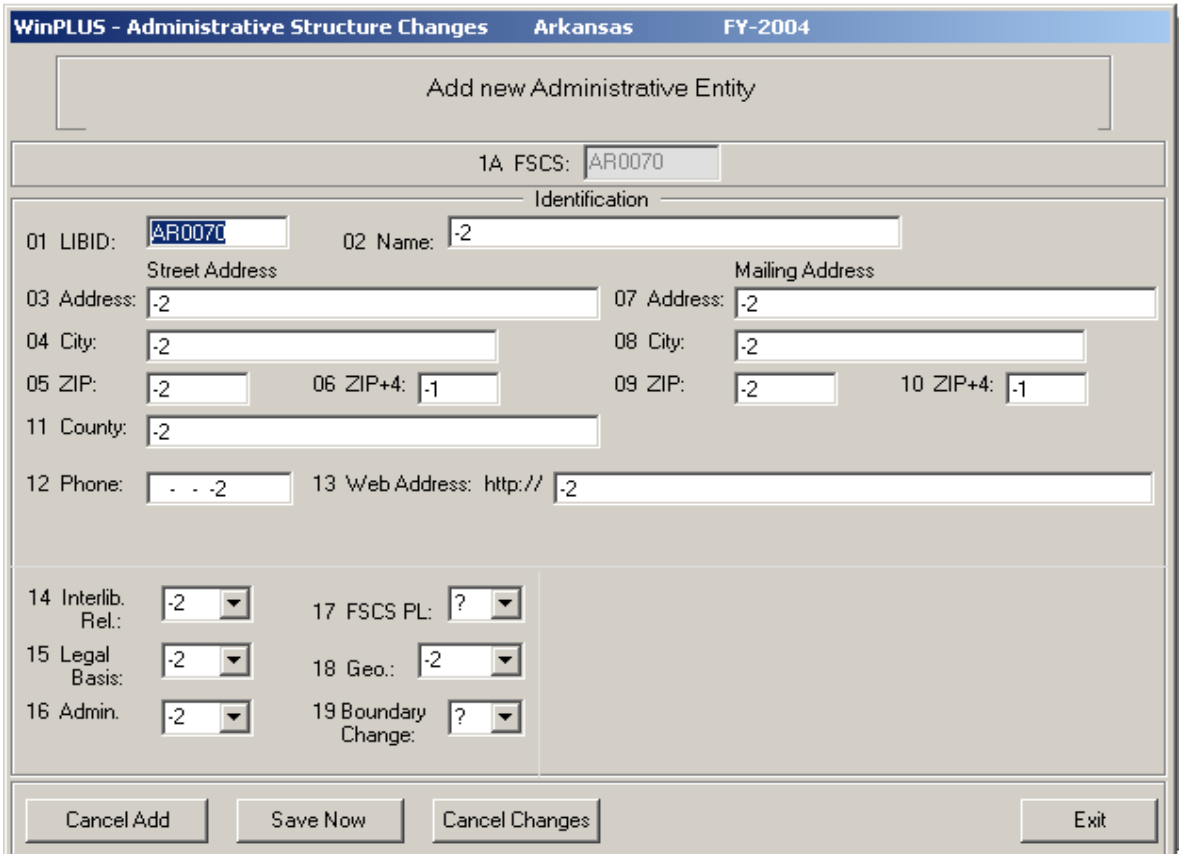
Administrative Entity Structure Change Menu

To access the 'Administrative Entity Structure Change' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.



5.6.2 Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Change' menu. When you select 'Continue', the 'Add new Administrative Entity' data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#. WinPLUS automatically generates the FSCS ID#.

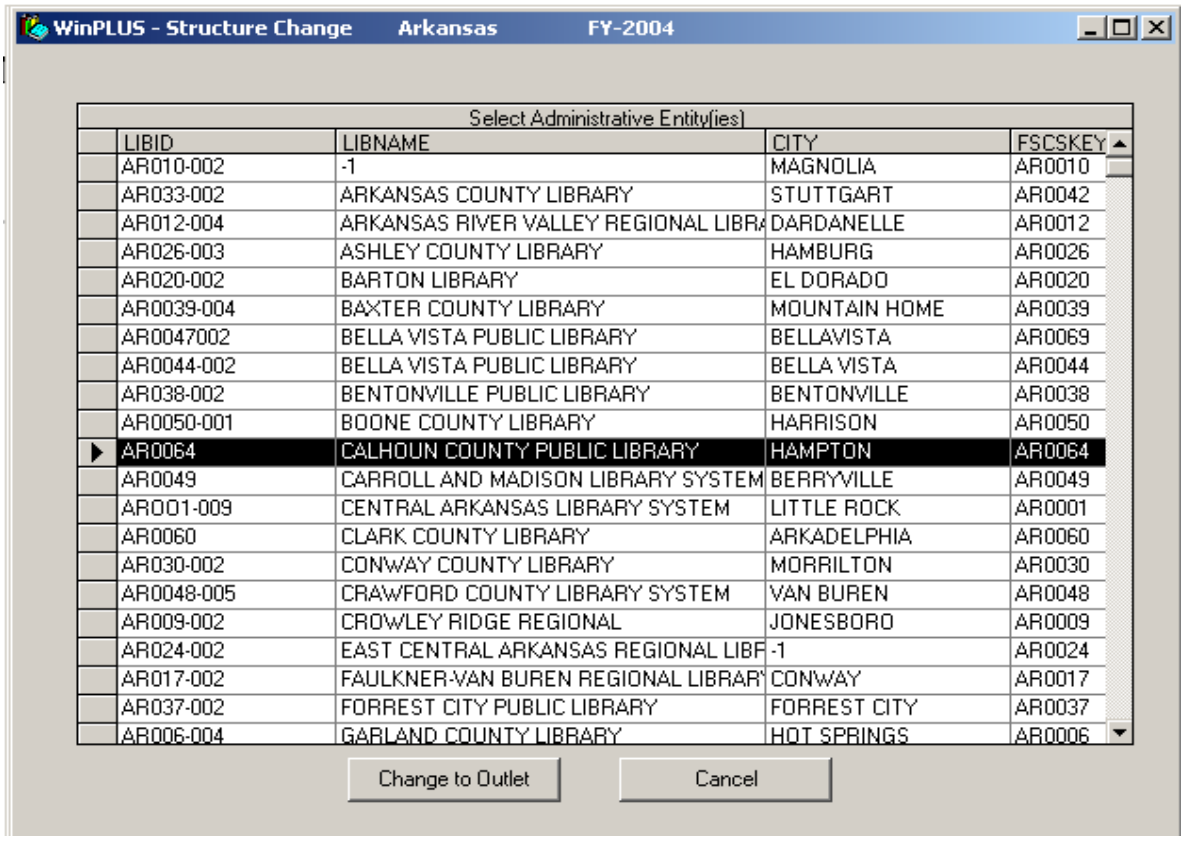


If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, etc.

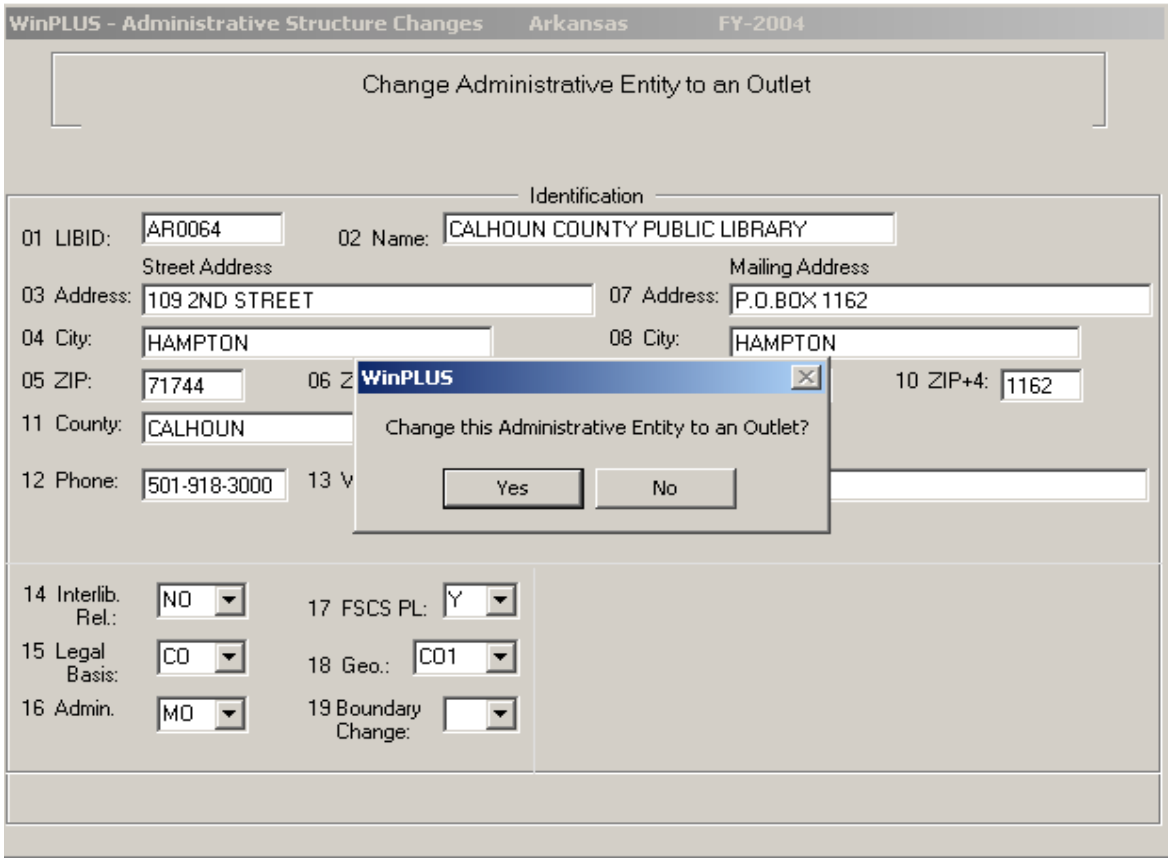
Select 'Save Now' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this process.

5.6.3 Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Change' menu. The administrative entity that changed to an outlet is tracked in the historical database under the old FSCS ID# and the new outlet's FSCS ID#.

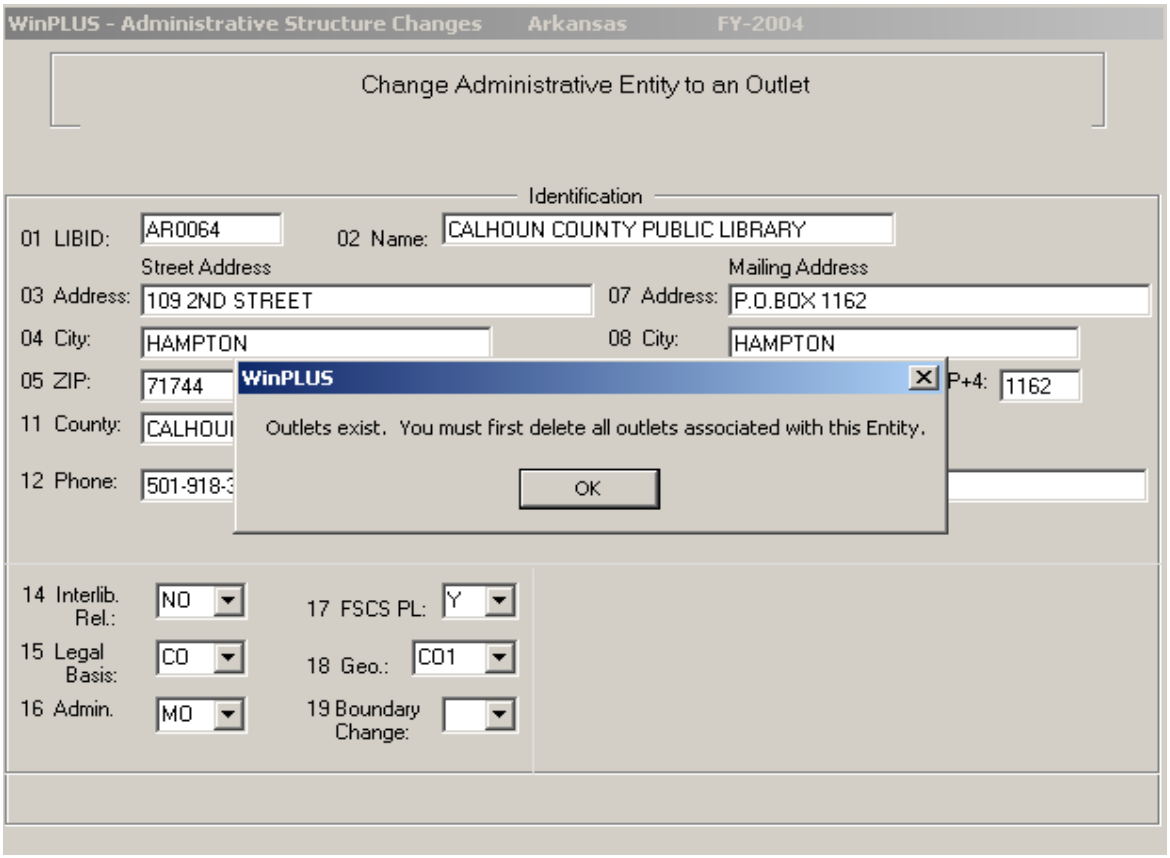


When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Select 'Change to Outlet' to continue.



You will receive the message 'Change this Administrative Entity to an Outlet?' Select 'Yes' to change the administrative entity to an outlet. Select 'No' to cancel the structure change.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

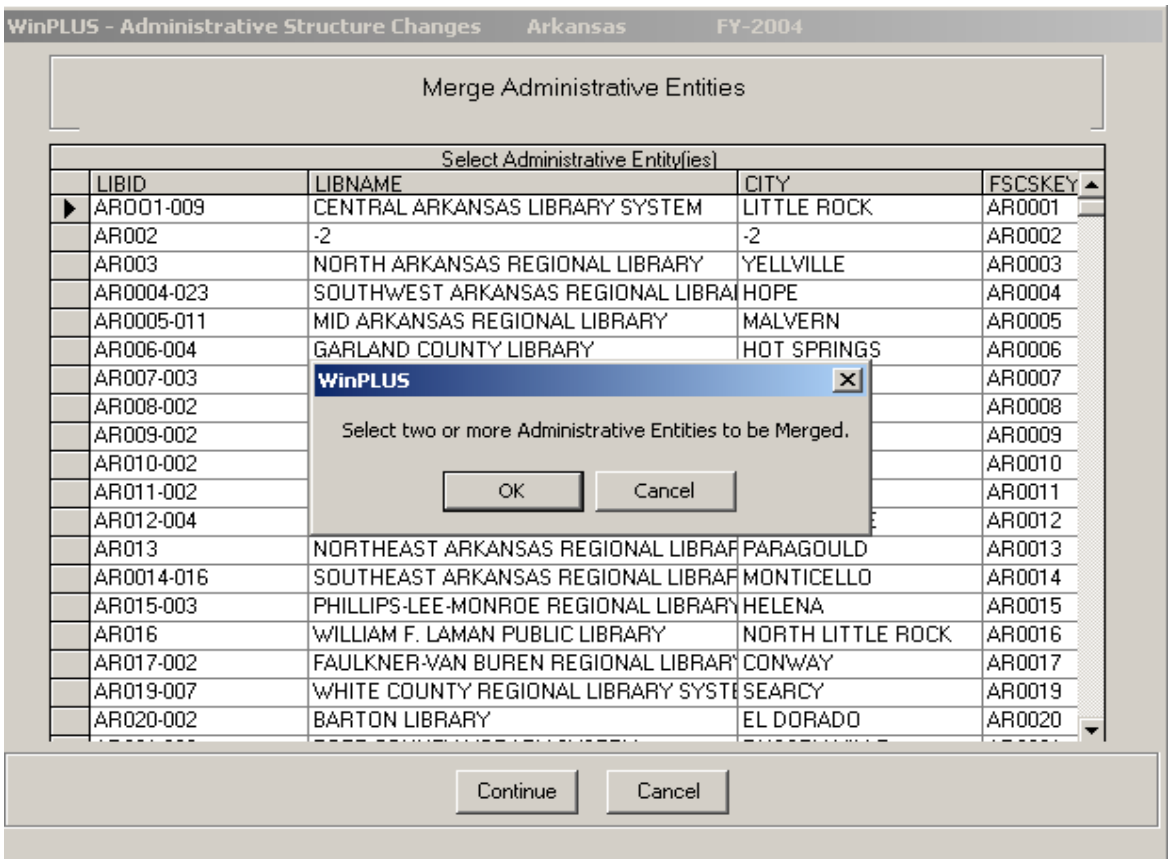


If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet.' Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage of Outlet (if the outlet type code is CE or BR), and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

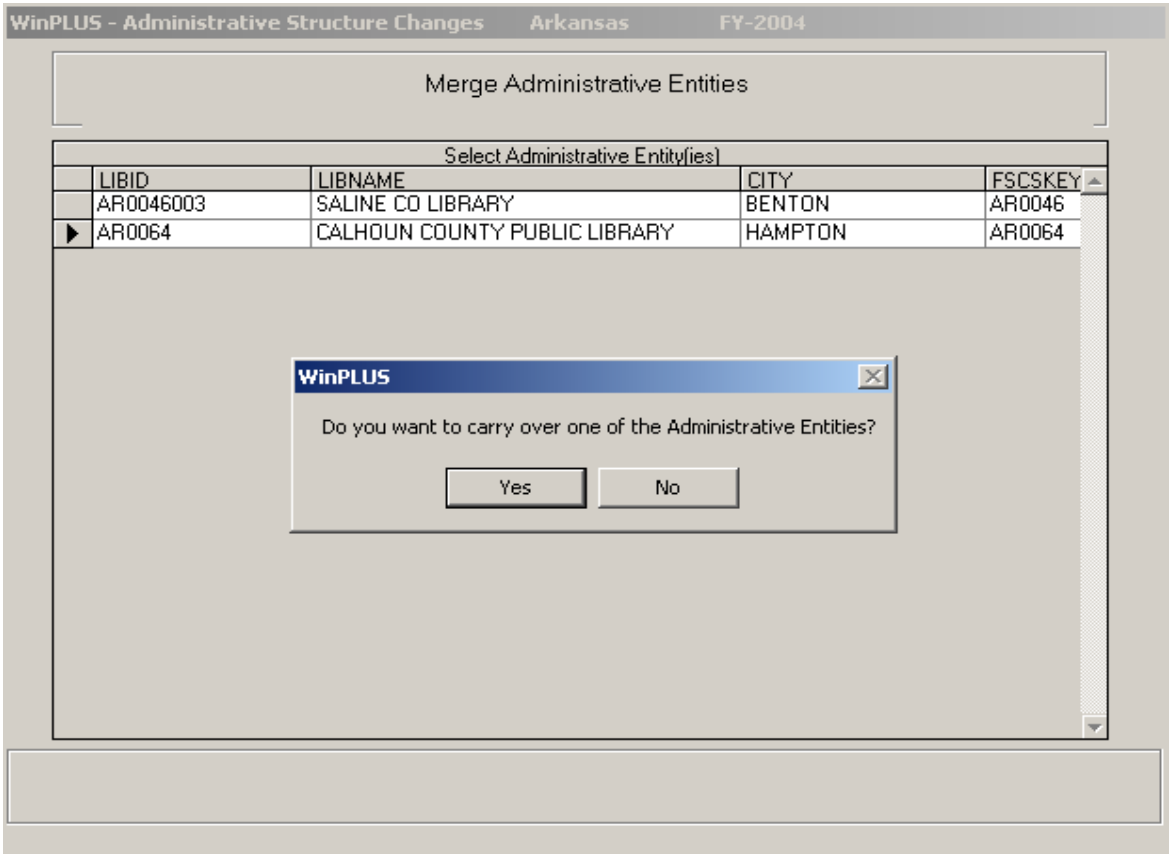
5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Change' menu, and select 'Continue'. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All centrals, branches, and bookmobiles are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)



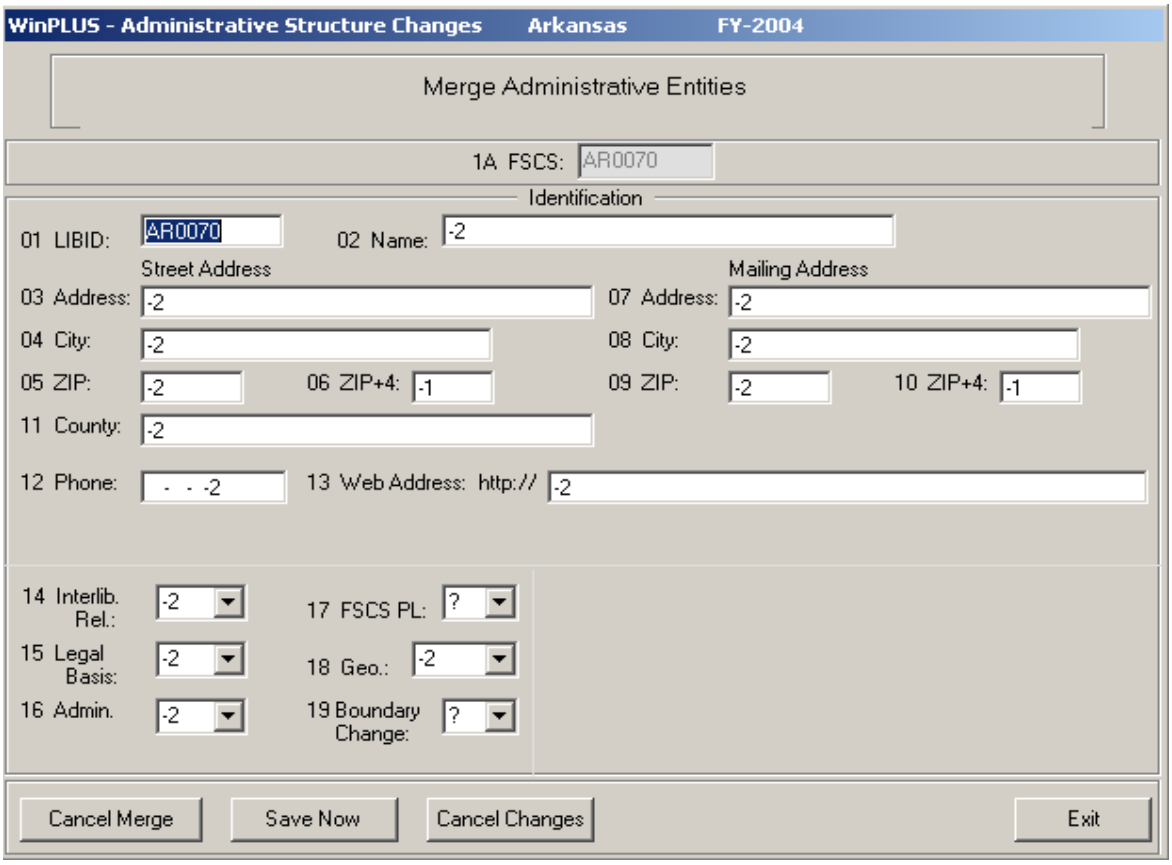
Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*.

You will then receive the message 'Do you want to carry over one of the Administrative Entities?'



If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted*.

The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

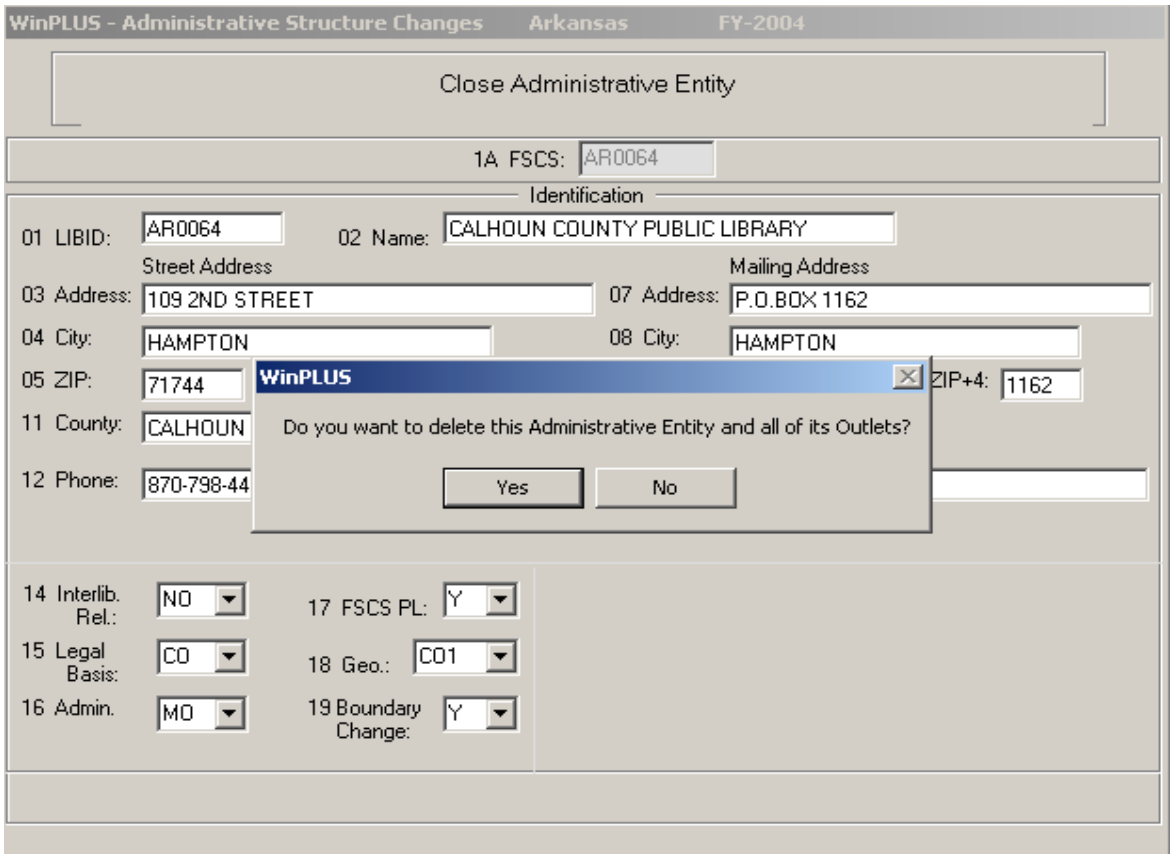


Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Now' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Change' menu.

5.6.5 Delete Closed Administrative Entity (Library did not merge or change)

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Change' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted*. When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its Outlets?'

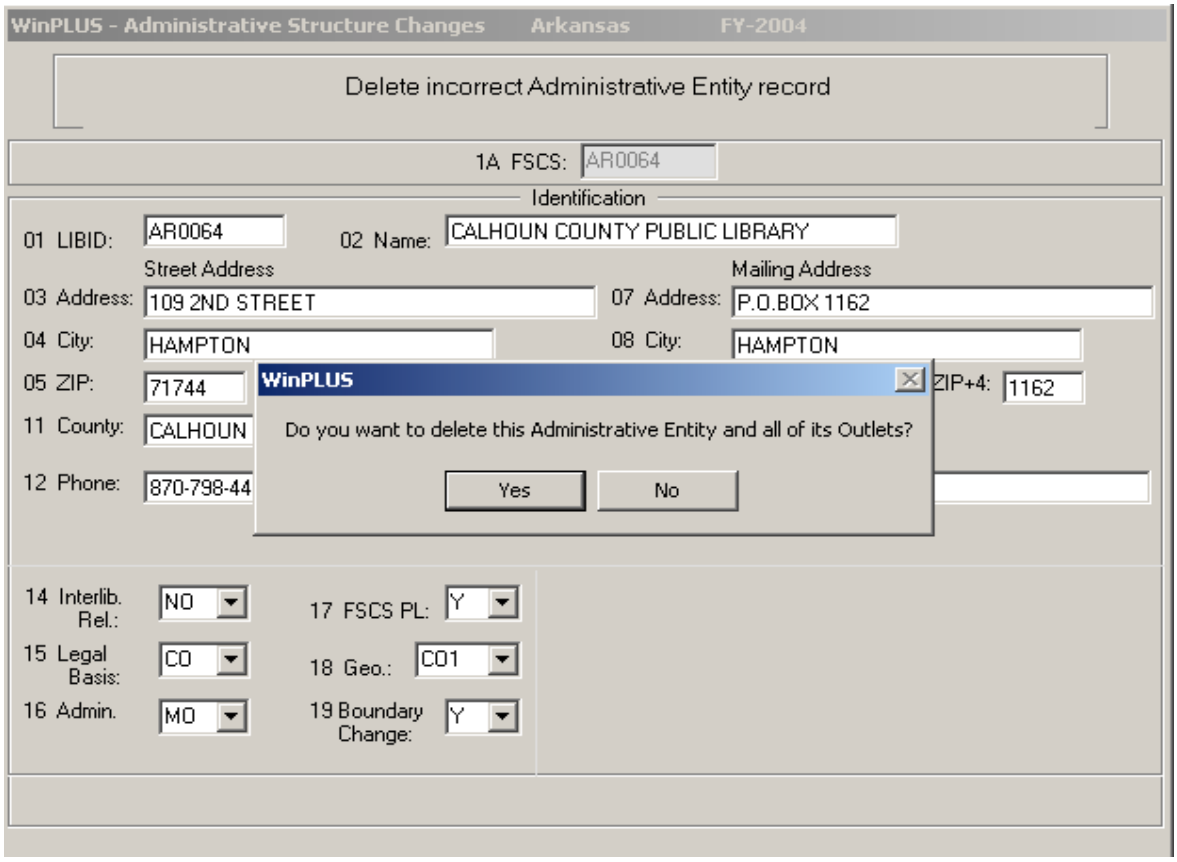


Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Change' menu and select 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

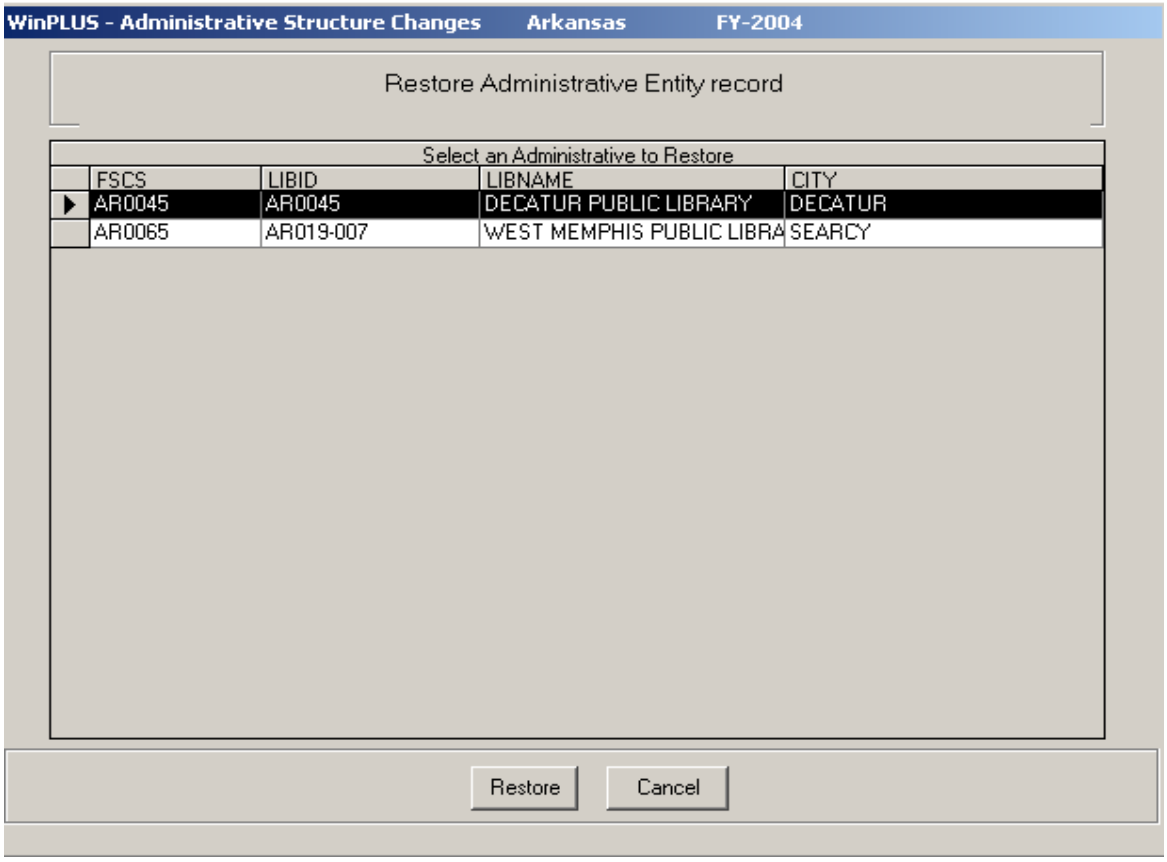
The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Click on 'Delete'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?



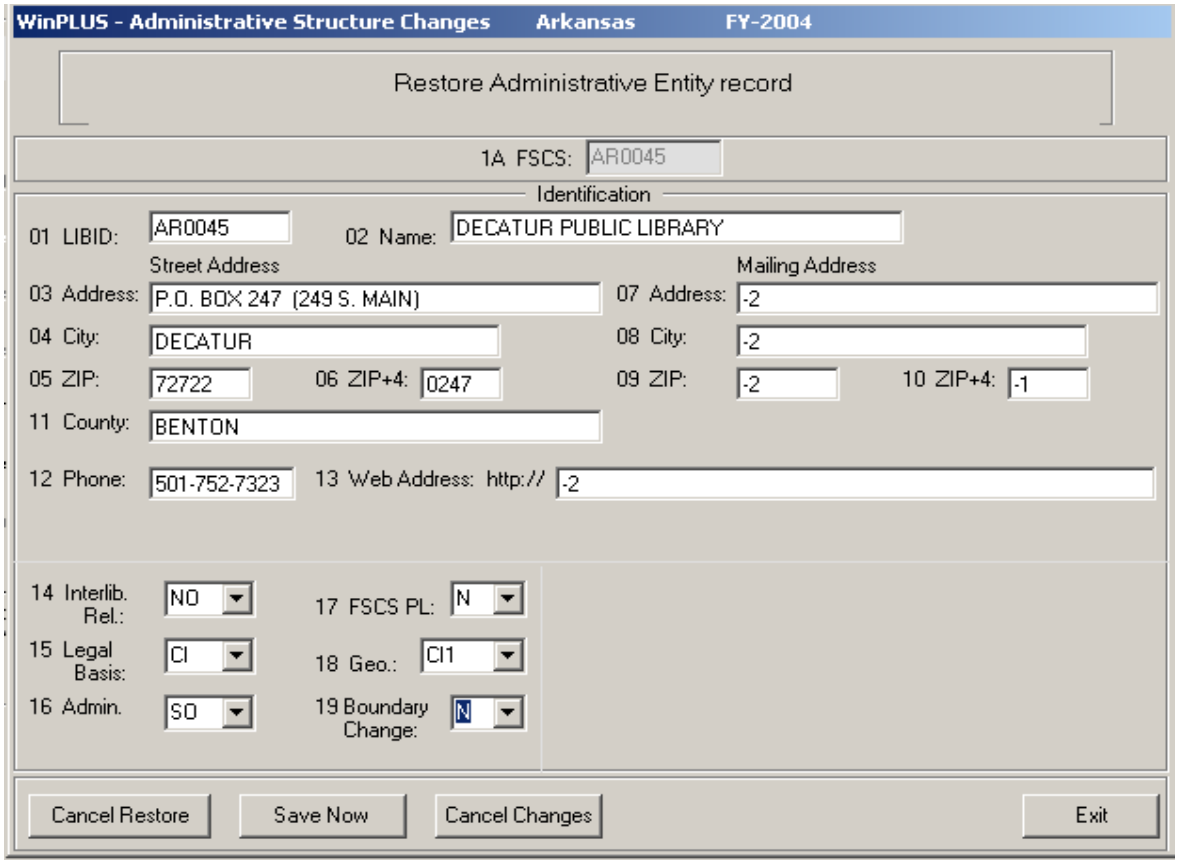
Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previous Deletion' from the 'Administrative Entity Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)



Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.



The historical database only restores data for data elements 1 through 12 and 14 through 19. Enter the data for the remaining items via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.

5.7 Outlet Structure Changes

This option allows the user to add a new outlet, delete a closed outlet, merge two or more outlets, move an outlet to a different administrative entity, move an outlet to its own (newly created) administrative entity, delete an incorrect record, and restore a previous deletion. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

5.7.1 Edit Checking During Outlet Structure Changes

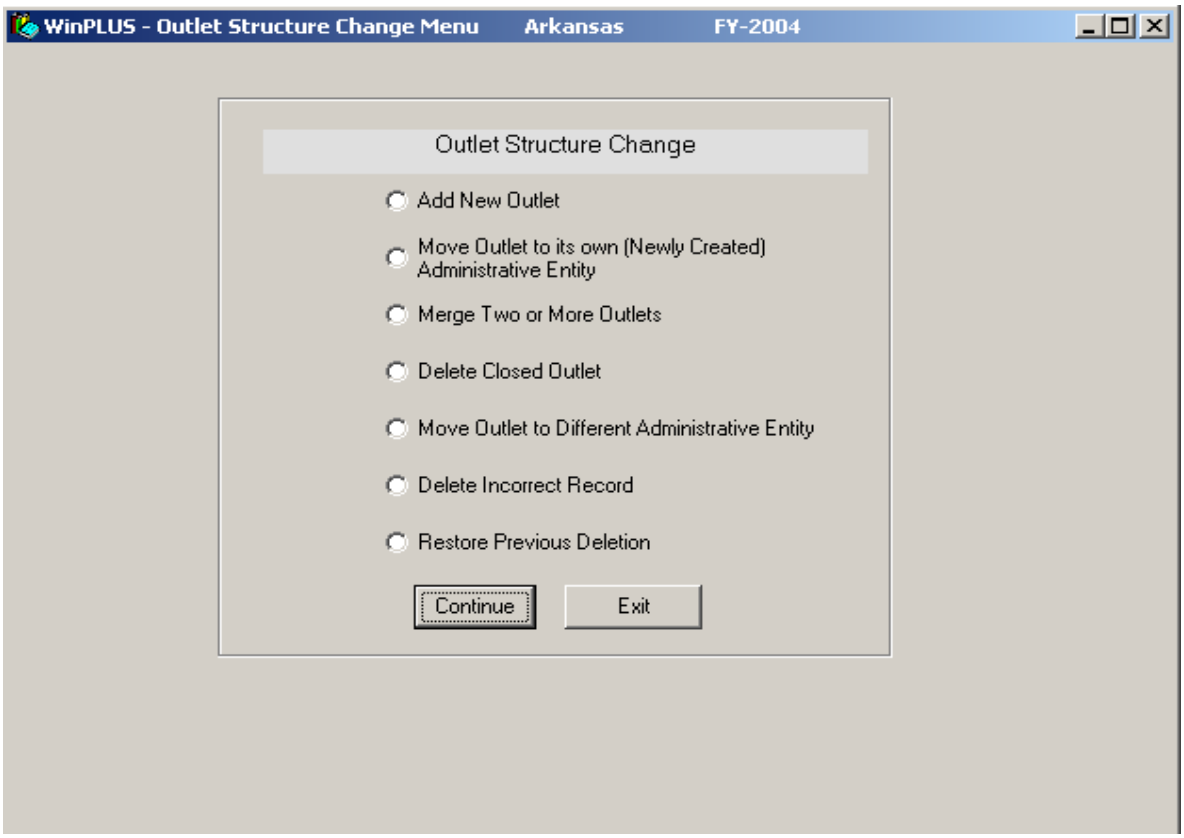
During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Outlet Type Code and Metropolitan Status Code, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a –2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now**."**
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" and is used for these items only**:** • Phone (use only if library has no phone) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Outlet Type Code = CE, BR, BS, or BM). See appendix F.

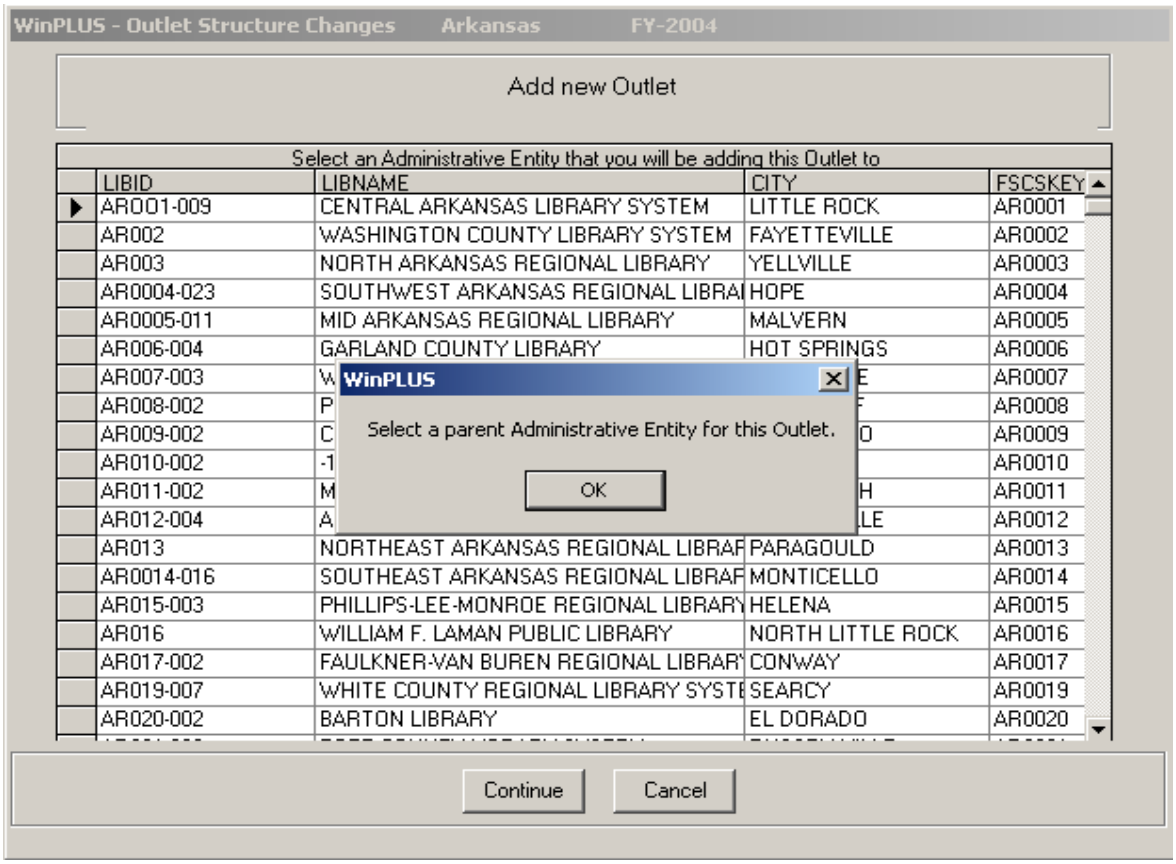
Outlet Structure Change Menu

To access the 'Outlet Structure Change' menu, select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the options for structure changes to outlet records.

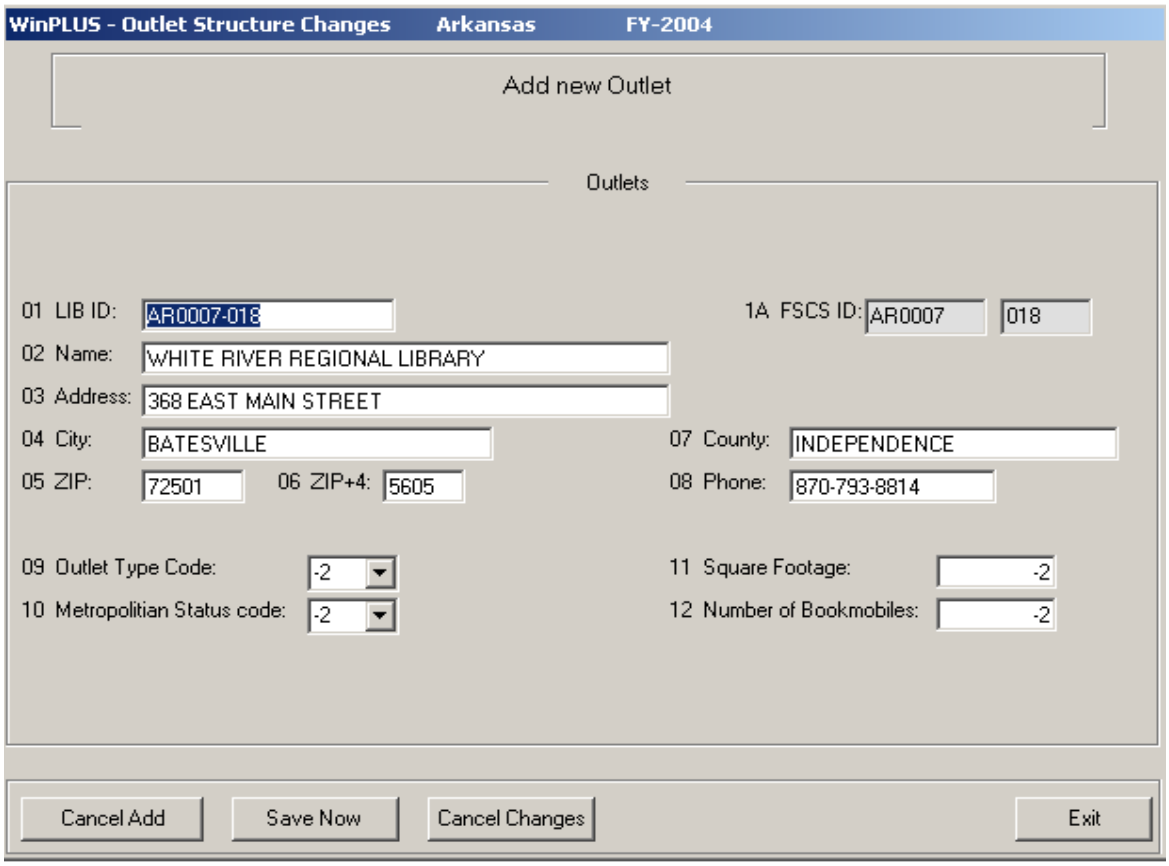


5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Change' menu. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.



Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

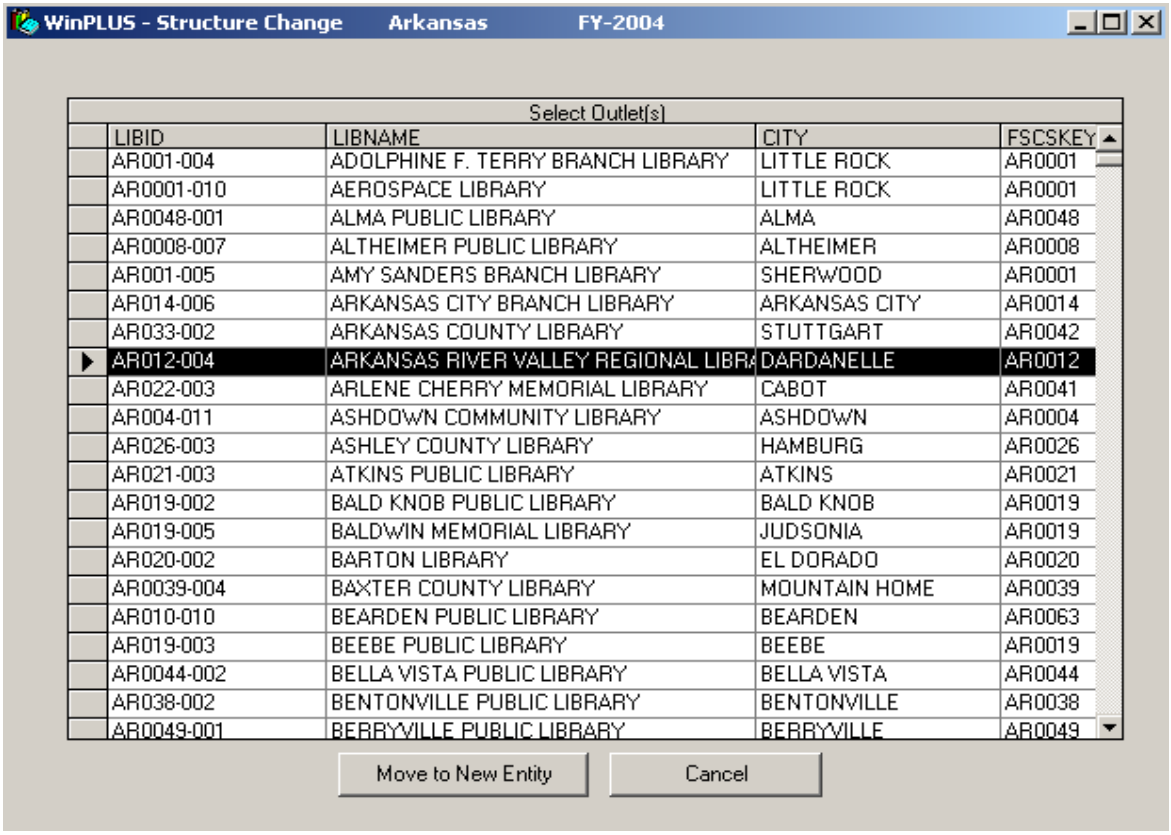


Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 12 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.

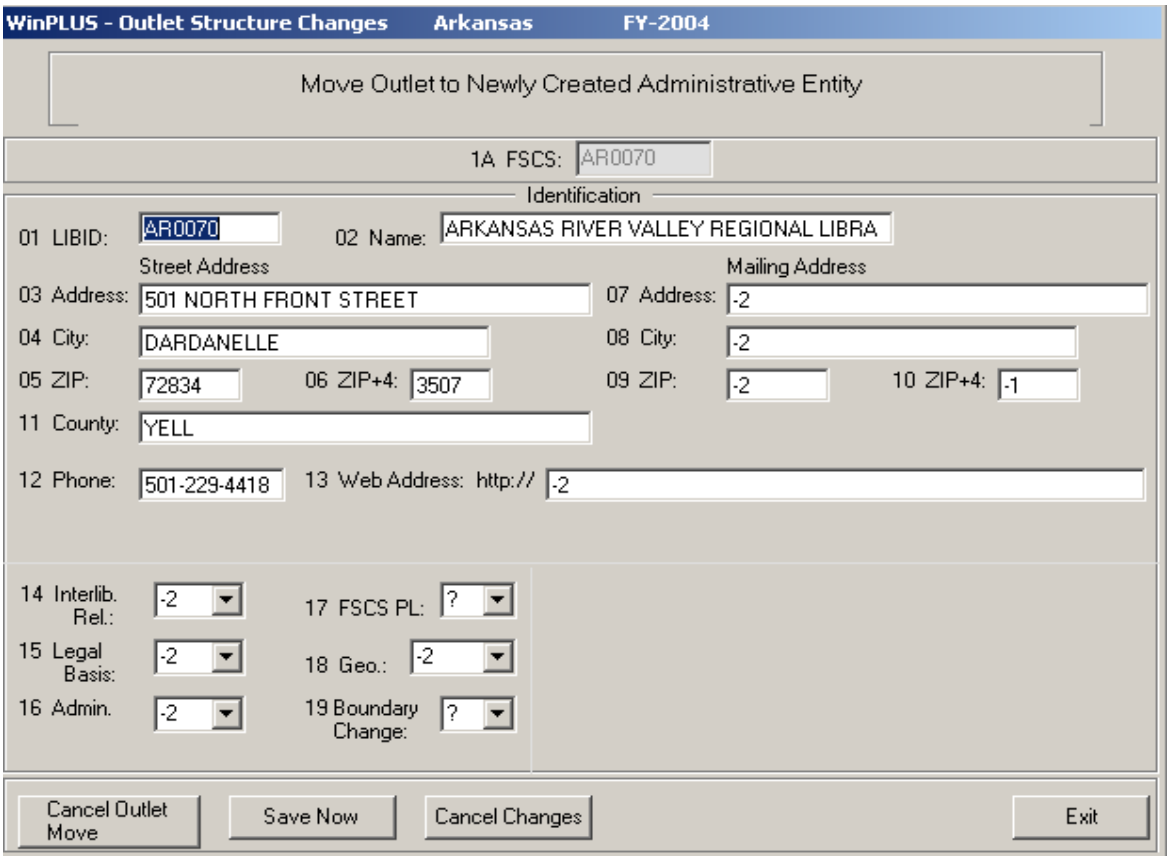
5.7.3 Move Outlet to its Own (Newly Created) Administrative Entity

To move an outlet to its own (newly created) administrative entity, select 'Move Outlet to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Change' menu and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)



A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Move to New Entity' to continue with the structure change. The following message will be displayed: 'Move This Outlet to a New Administrative Entity?' Select 'Yes' to continue.

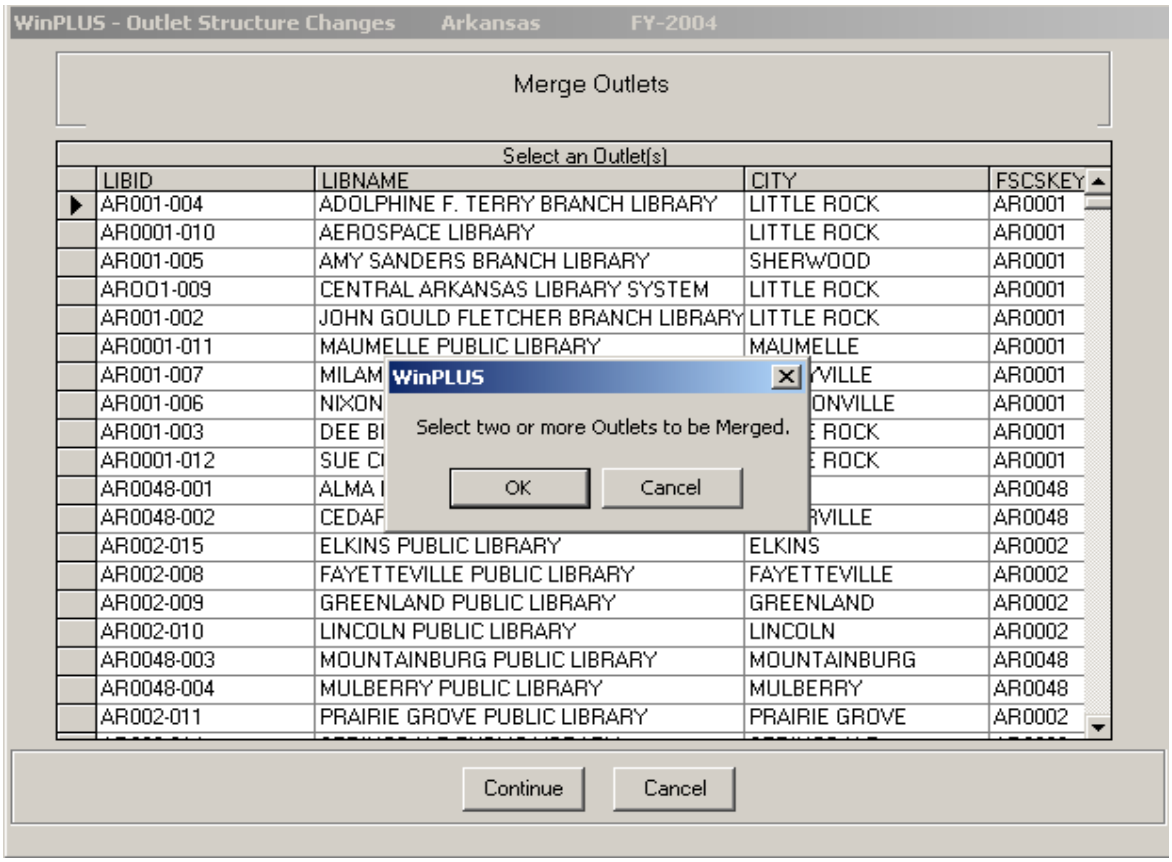
If you select 'Yes', the 'Move Outlet to a Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet Move' to cancel the structure change.



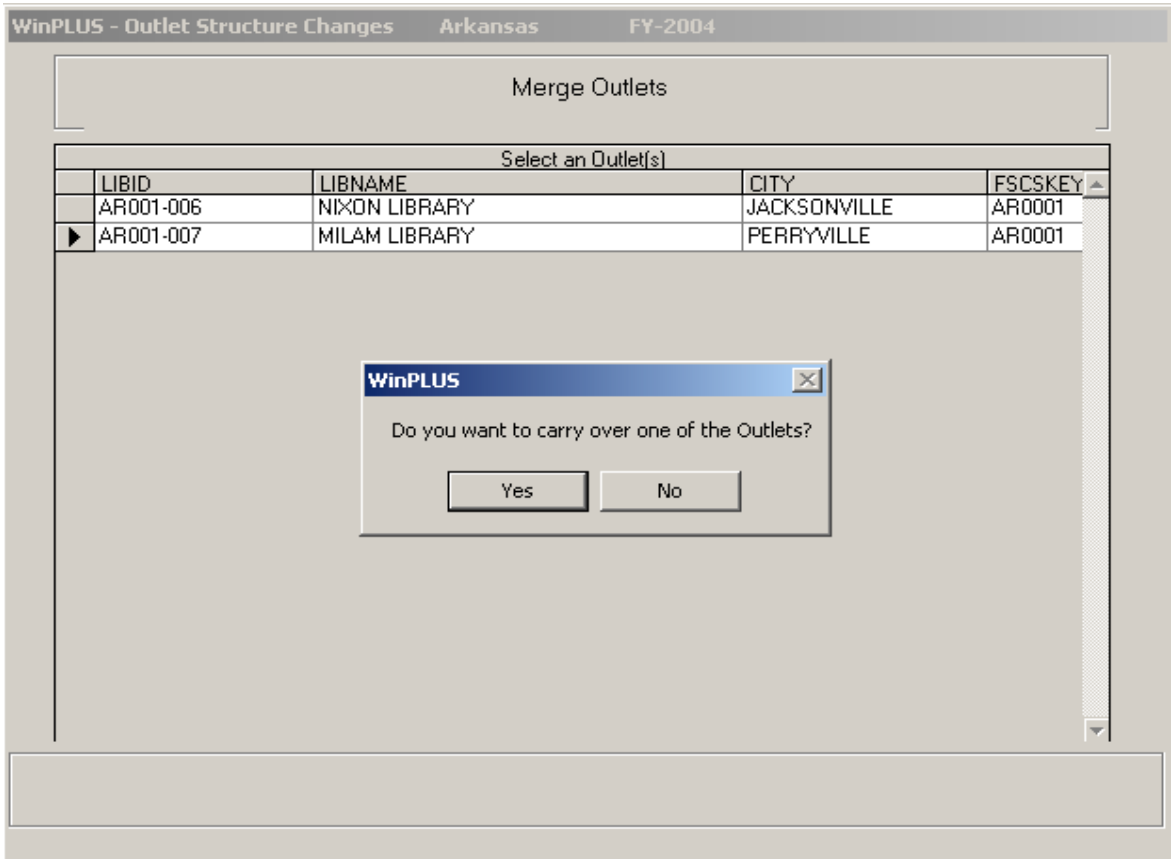
5.7.4 Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.)

Next, you will be prompted to 'Select two or more Outlets to be Merged.' from a list of all outlets.



Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to proceed with the merge, or 'Cancel' to cancel the structure change.



If you continue, a message will ask 'Do you want to carry over one of the outlets?' If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

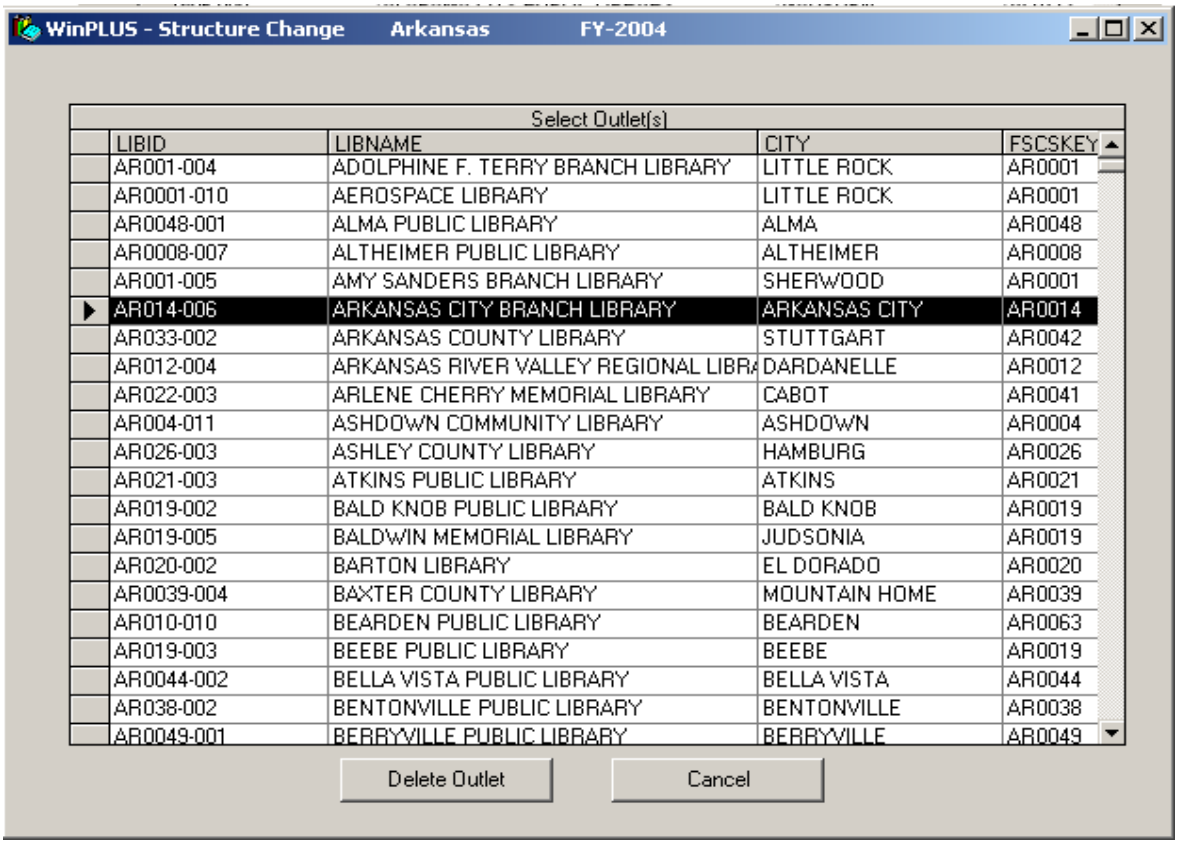
After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted*.

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Change' menu.

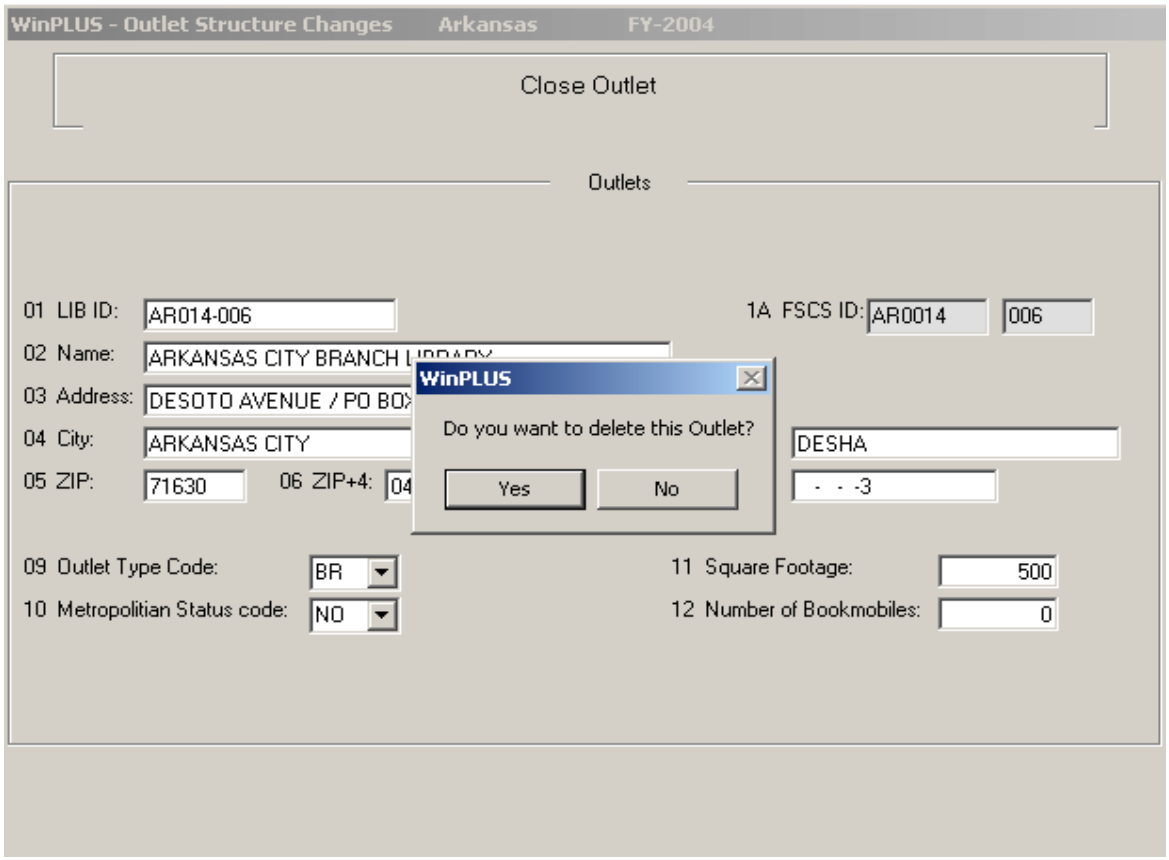
5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next a list of all outlets is displayed.



Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Select 'Delete Outlet' to proceed or 'Cancel' to cancel the structure change.



If you select 'Delete Outlet', a window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?' Select 'Yes' to delete the closed outlet. Select 'No' to return to the 'Outlet Structure Change' menu.

Note: If an outlet closes temporarily, the user should:

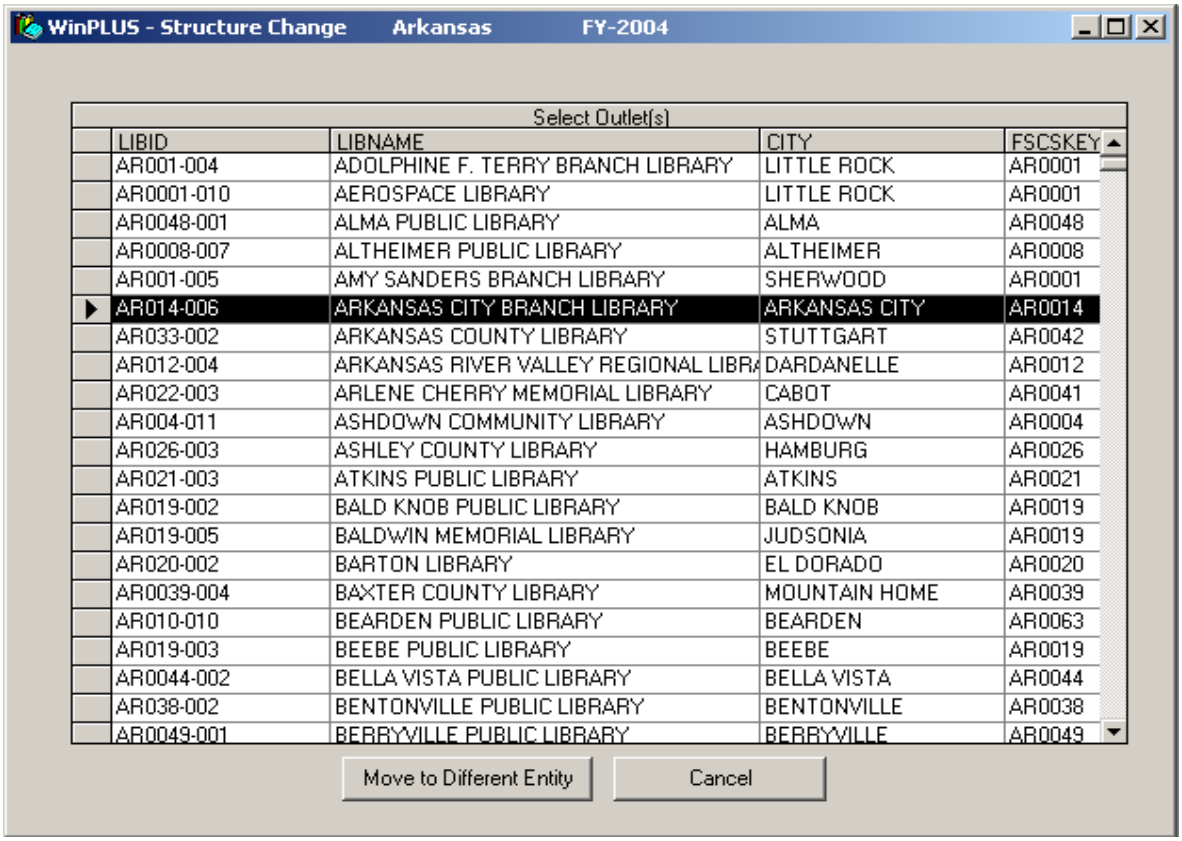
1. Delete the closed outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change' menu.

2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change' menu.

5.7.6 Outlet Moves to Different Administrative Entity

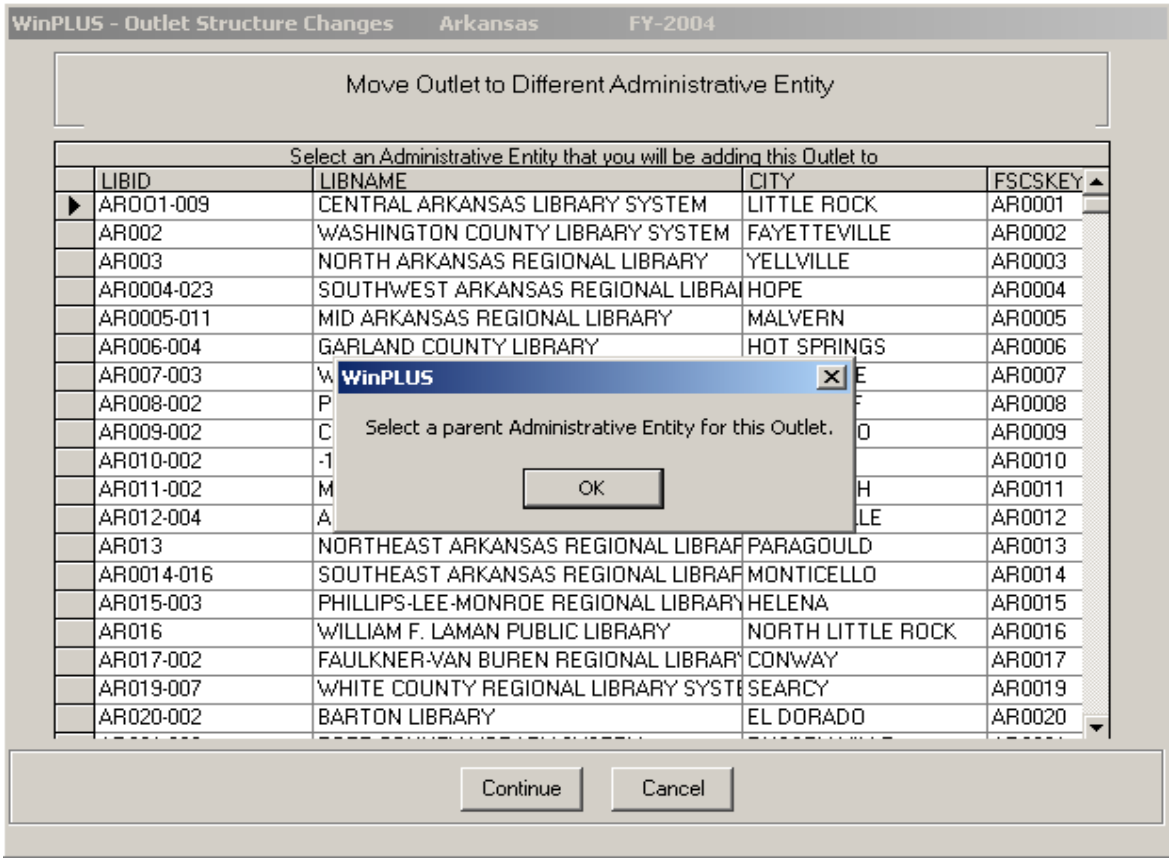
To move an outlet to a different administrative entity, select 'Move Outlet to Different Administrative Entity' from the 'Outlet Structure Change' menu. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)

Next, a window listing all outlets is displayed.



Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Move to Different Entity' to proceed, or 'Cancel' to cancel the structure change.

Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

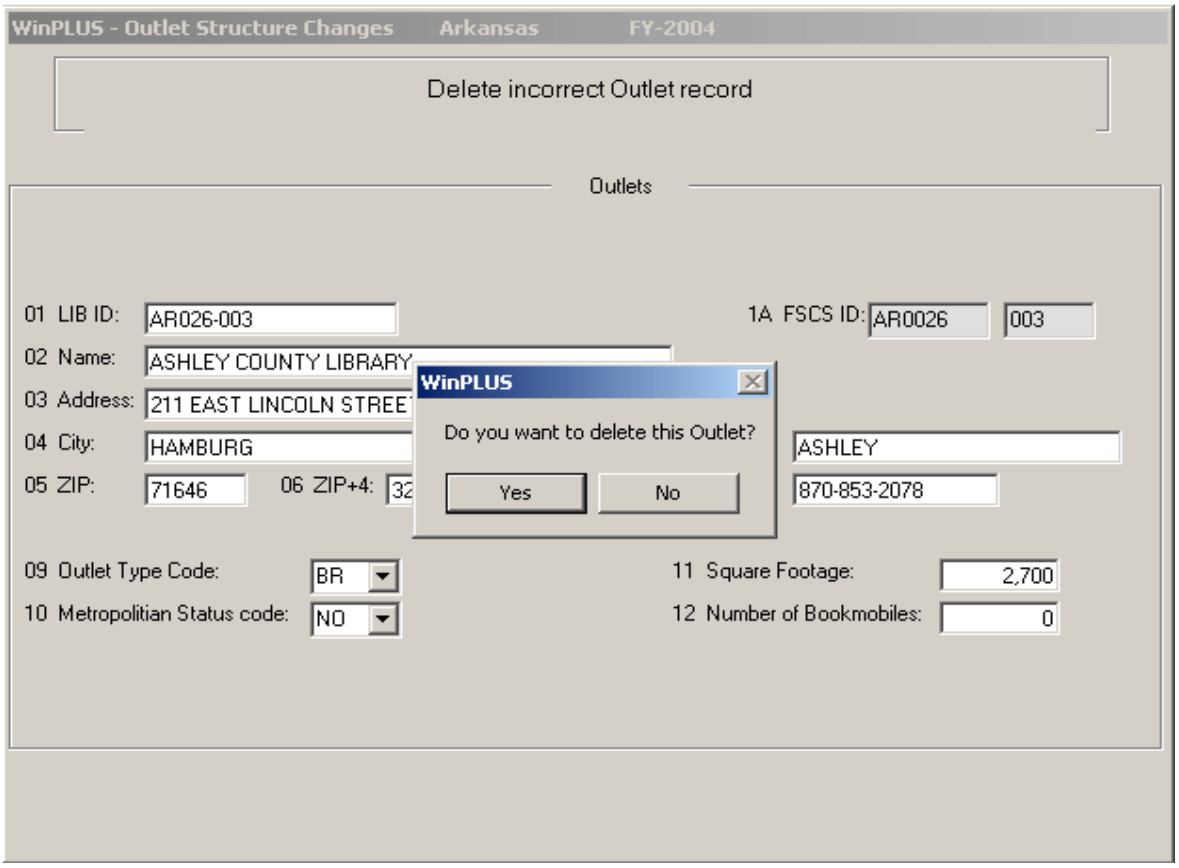


Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

5.7.7 Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Change' menu. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

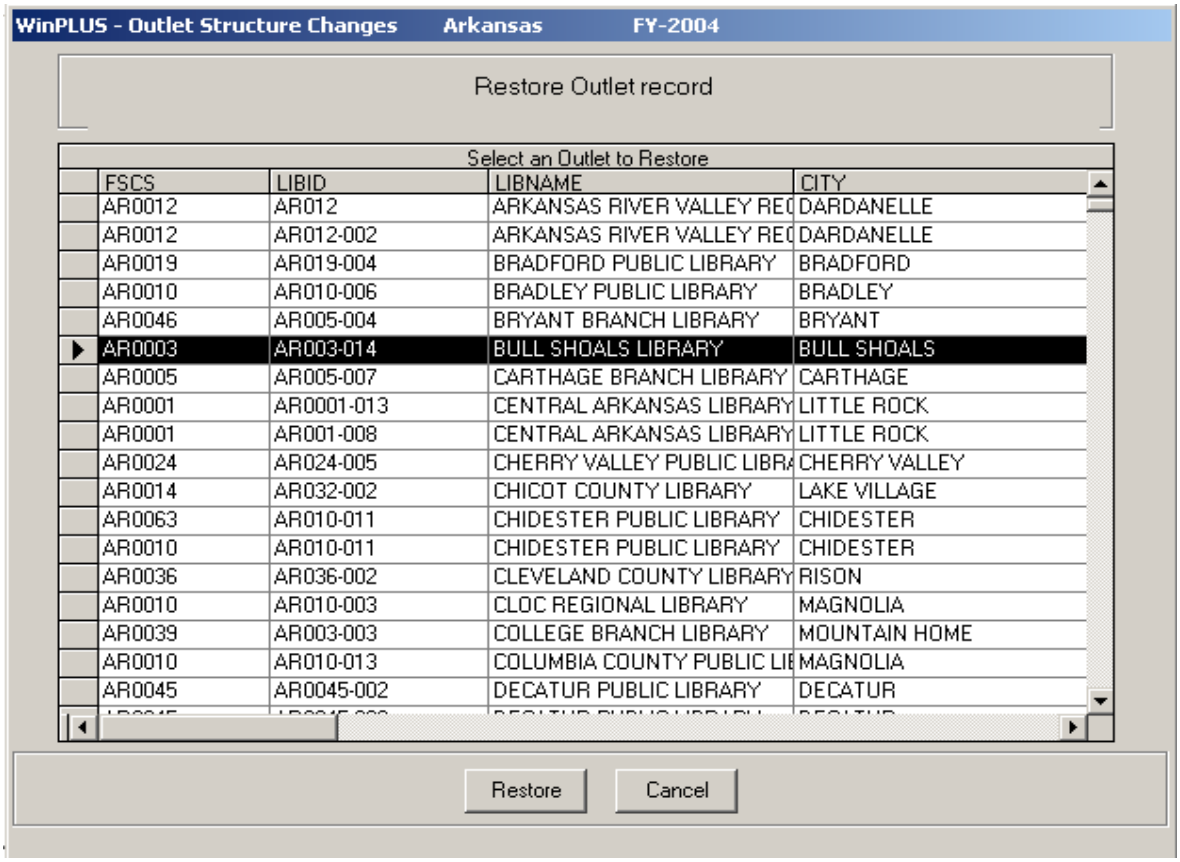
Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change, or 'Cancel' to cancel the structure change.



If you select 'Delete Outlet', a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?' Select 'Yes' to confirm the deletion, or 'No' to cancel the structure change and return to the 'Outlet Structure Change' menu.

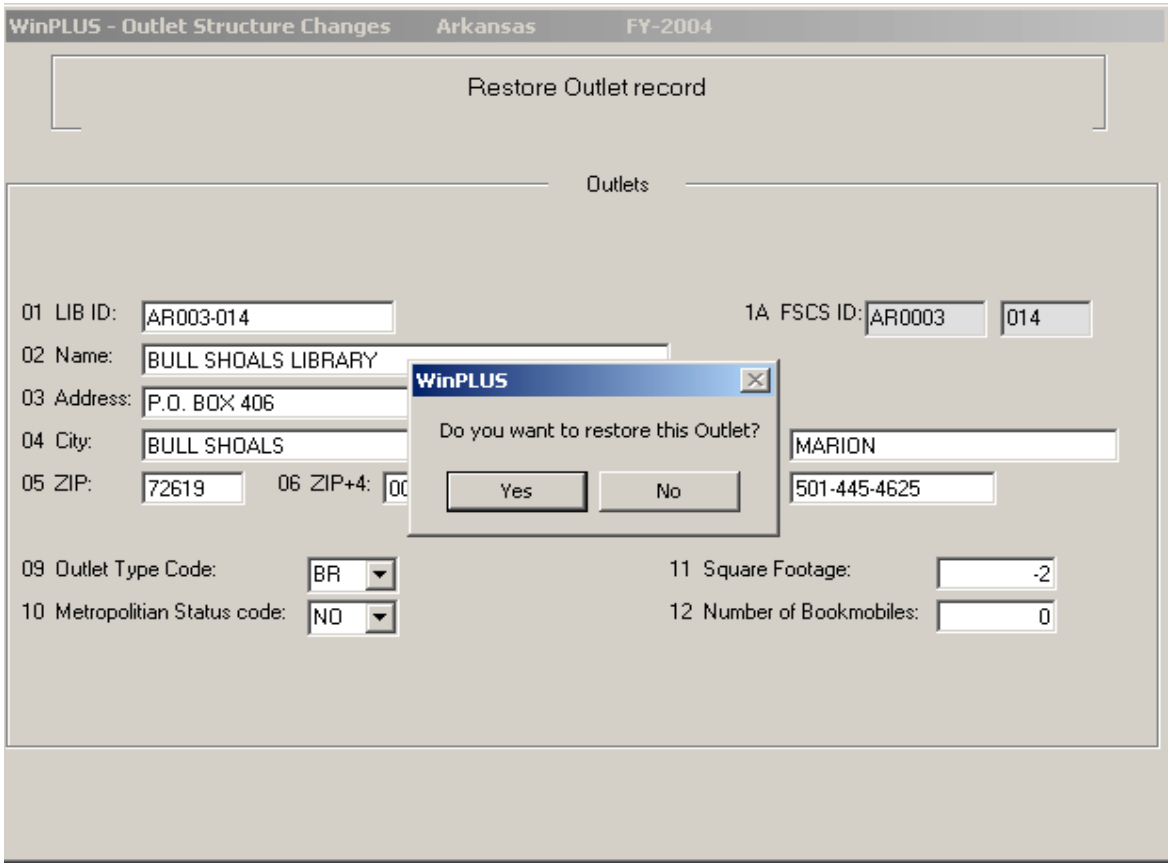
5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.



Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change or 'Cancel' to cancel the structure change.

If you select 'Restore', a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'



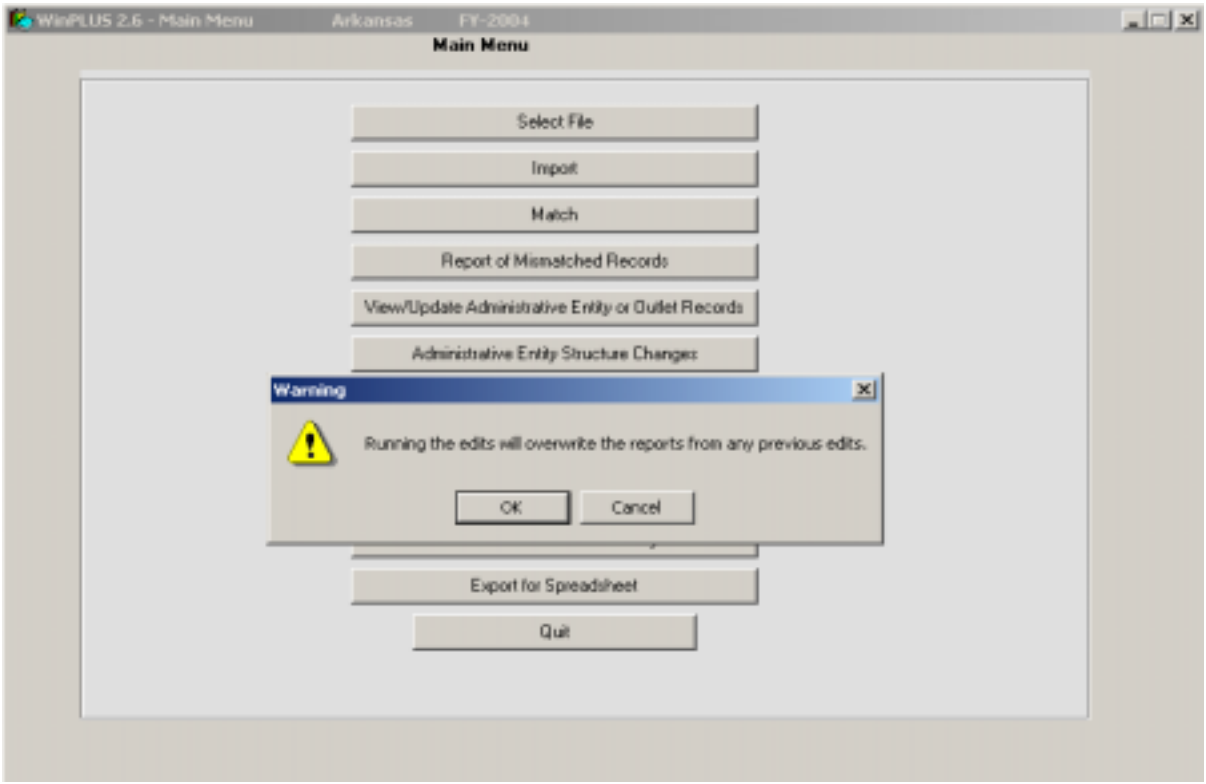
Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Change' menu. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Change' Menu is then displayed.

5.8 Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate a complete edit report. The edit report (displayed on the next page) includes:

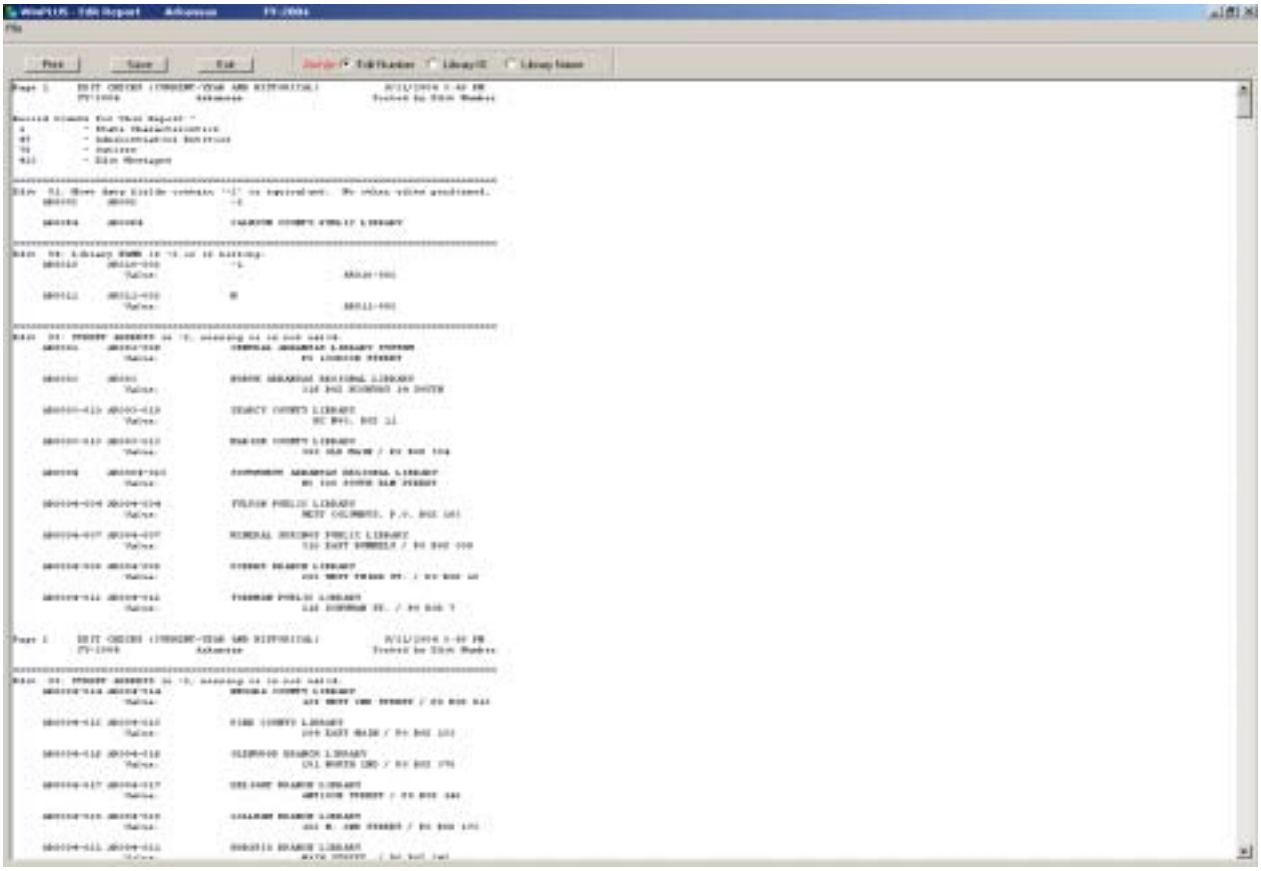
- Current-year edit checks based on the criteria in Appendix G—Current-Year Edit Checks and
- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H—Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read section 5.9—View/Annotate Edit Report before annotating the edit report using WinPLUS!**



Select 'Edit Checks (Current-Year and Historical)' when you are ready to create your edit report. **If you have previously performed this operation, you will receive the message 'Running the edits will overwrite the reports from any previous edits'.** Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.

The edit report (shown below) is saved as a text file called EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt based on the 'Sort by' format you select (i.e., Edit Number, Library ID, or Library Name). After running the edit checks, you can 'Print' or 'Save' the report.



5.8.1 Current-Year Edit Checks

The current-year edit checks (see Appendix G—Current-Year Edit Checks) are performed for administrative entities and outlets, and include the following types of edits:

- 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet per week greater than 75'). An edit message is generated if the values for a data element fall outside the range.

- 'Relational edits' (e.g., 'ALA-MLS is greater than Total Librarians'). An edit message is generated if the values for two or more data elements are not within a predetermined limit.

- 'Arithmetic edits' (e.g., 'Total Operating Revenue is reported and does not equal to the sum of the detail.' An edit message is generated if the detail does not equal the reported total.

5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* following the generation of the current-year edit checks, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical edit check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H—Historical Edit Checks.

5.9 View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. Note: The annotations can be made (1) in WinPLUS via Main Menu option 'View/Annotate Edit Report', (2) in Word or another word processing package, or (3) by hand.

- ***To annotate the final edit report using WinPLUS,*** select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. This option applies only to users who plan to annotate the edit report in WinPLUS. **(See important note below about this option!)**

  NOTE: IMPORTANT!

  - Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the **final** edit report.

  - Your annotations will be saved and displayed *only* in the version you annotate—i.e., either the 'Edit Number' version (EditsByEditNum_XX.rpt), 'Library ID' version (EditsByLibID_XX.rpt), or 'Library Name' version (EditsByName_XX.rpt). **ANNOTATE ONLY ONE VERSION.**

  - **DO NOT re-run the edit checks after you begin annotating!** If you do, the edit report file will be overwritten, and all annotations will be lost!

- ***To annotate the edit report in Word or another word processing package, or by hand,*** you should proceed with annotations by these methods after generating the final edit report from WinPLUS Main Menu option **'**Edit Checks (Current-Year and Historical)**'**. The edit report is saved as a text file called EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, based on the 'Sort by' format you select (i.e., Edit Number, Library ID, or Library Name) that can be opened in Word, for example, for annotations.

5.10 Create Tables and State Summary Data

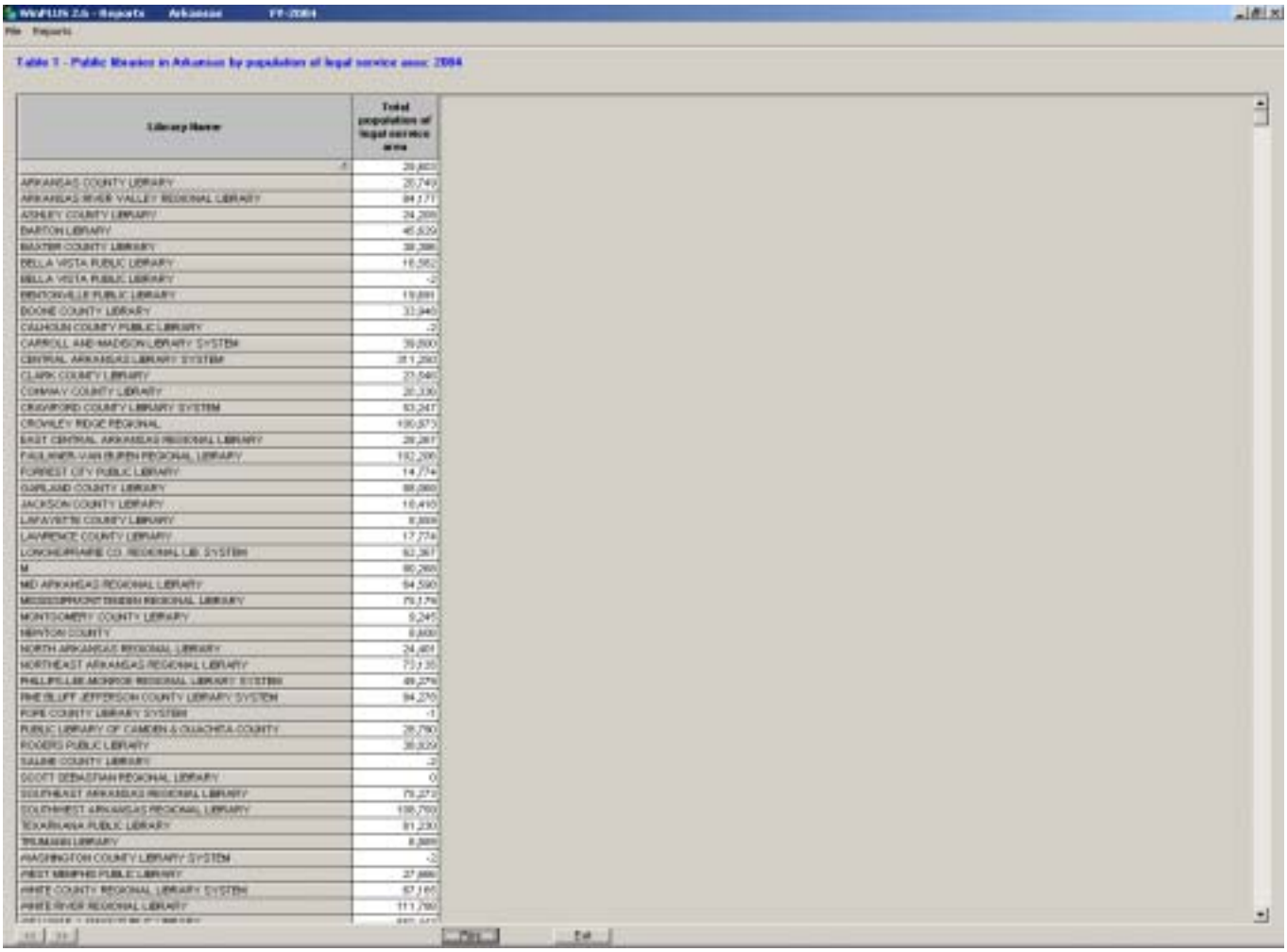
Select the option ‘Create Tables and State Summary Data’ from the WinPLUS Main Menu to create tables and state summary data.

5.10.1 Single Library Tables

Select the ‘Create Tables and State Summary Data’ option from the WinPLUS Main Menu to create Single Library Tables. Choose ‘Reports’ and then ‘Single Library Tables’ to display the list of tables (see below). The tables include data for selected items for all the individual public libraries in the state. For example, table 5 includes the amount and percent of revenue by source.

1. Population Served by State
2. Number and Type of Outlets
3. Number and Type of Staff
4. Population of LSA and Number of FTE Staff
5. Amount and Percent of Revenue, by Source
6. Revenue and Per Capita Revenue, by Source
7. Expenditures and Percent of Expenditures, by Type
8. Staff Expenditures
9. Capital Expenditures
10. Public Service Hours
11. Annual Library Visits and Reference Transactions
12. Circulation and Loan Transactions
13. Circulation of Children's Materials and Program Attendance
14. Electronic Materials and Expenditures
15. Print Materials and Expenditures
16. Other Materials and Expenditures

Table 1 is shown below:

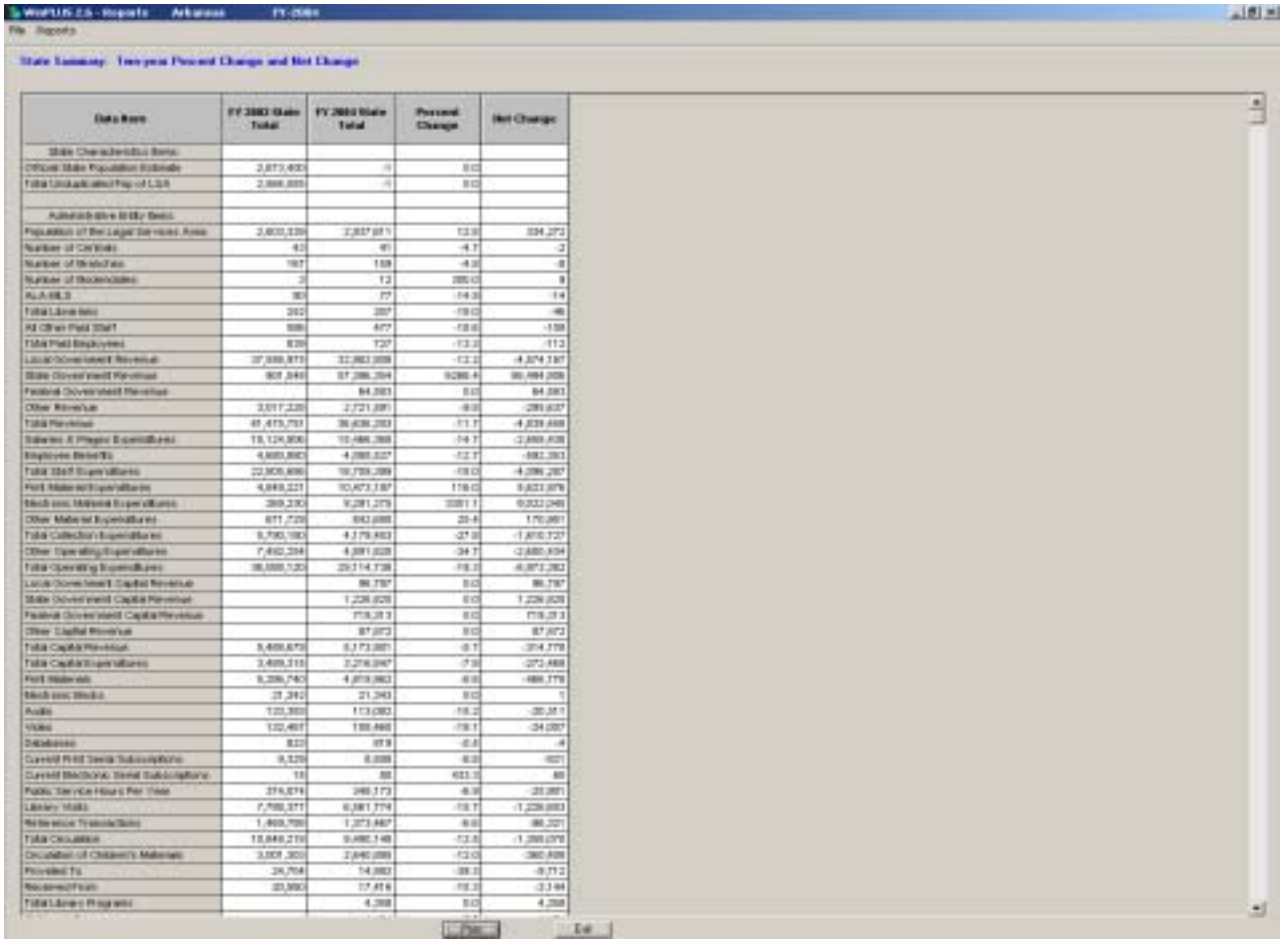


Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.10.2 State Summary: 2-Year Percent Change and Net Change

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'.

The table is shown below:

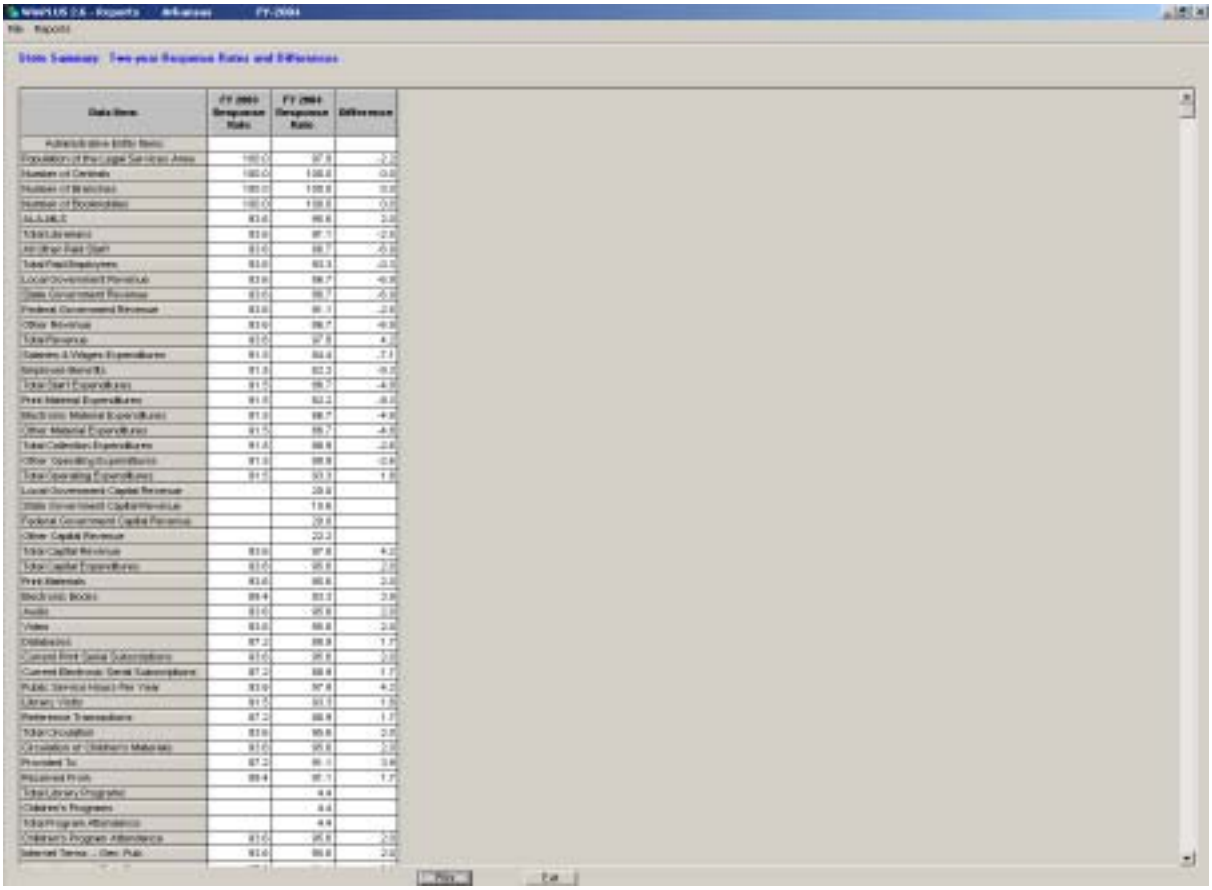


Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.10.3 State Summary: 2-Year Response Rate Comparison

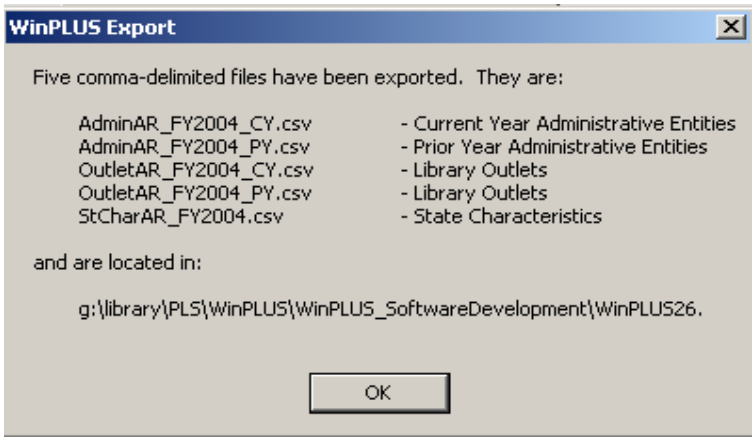
A table of 2-year response rates and their differences is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Response Rate Comparison'.

The table is shown below:



5.11 Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create five comma-delimited files for use at the state level (i.e., not for submission to NCES). This WinPLUS option is provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The five files (shown below) are current- and prior-year administrative entity files, current- and prior-year outlet files, and the state characteristics file.



You can open the comma-delimited files in Excel. Note: You will need to reformat the columns for Phone, ZIP code, ZIP+4 code, Reporting Period Starting Date, and Reporting Period Ending Date, if you have any leading zeros. To do this, select the column, then 'Format', and then 'Cells'. Under 'Number', select the 'Category' called 'Custom' and in the 'Type:' field type in the requisite number of zeroes for the field size. This will place the missing zeroes in the column.

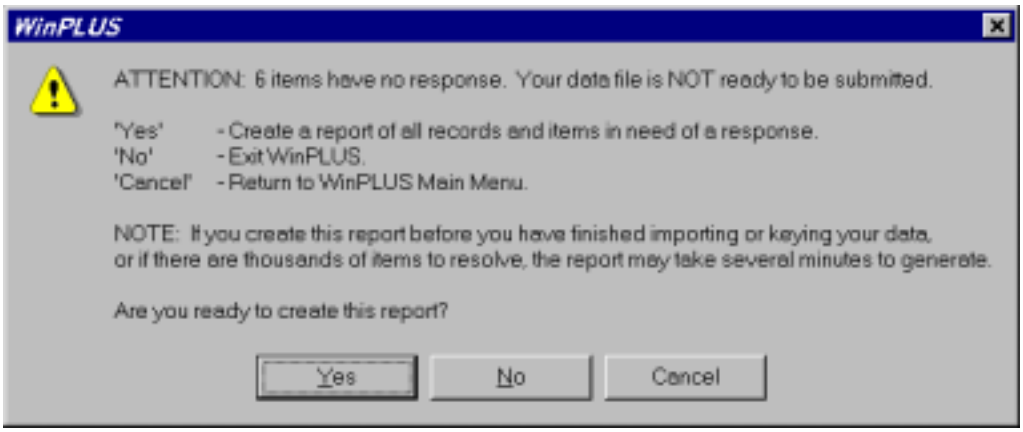
5.12 Quit

To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

Note: The 'Quit' button is also used to run the Non-response (–2) Report prior to submitting your final data (see next section).

6 PREPARE FILE FOR SUBMISSION

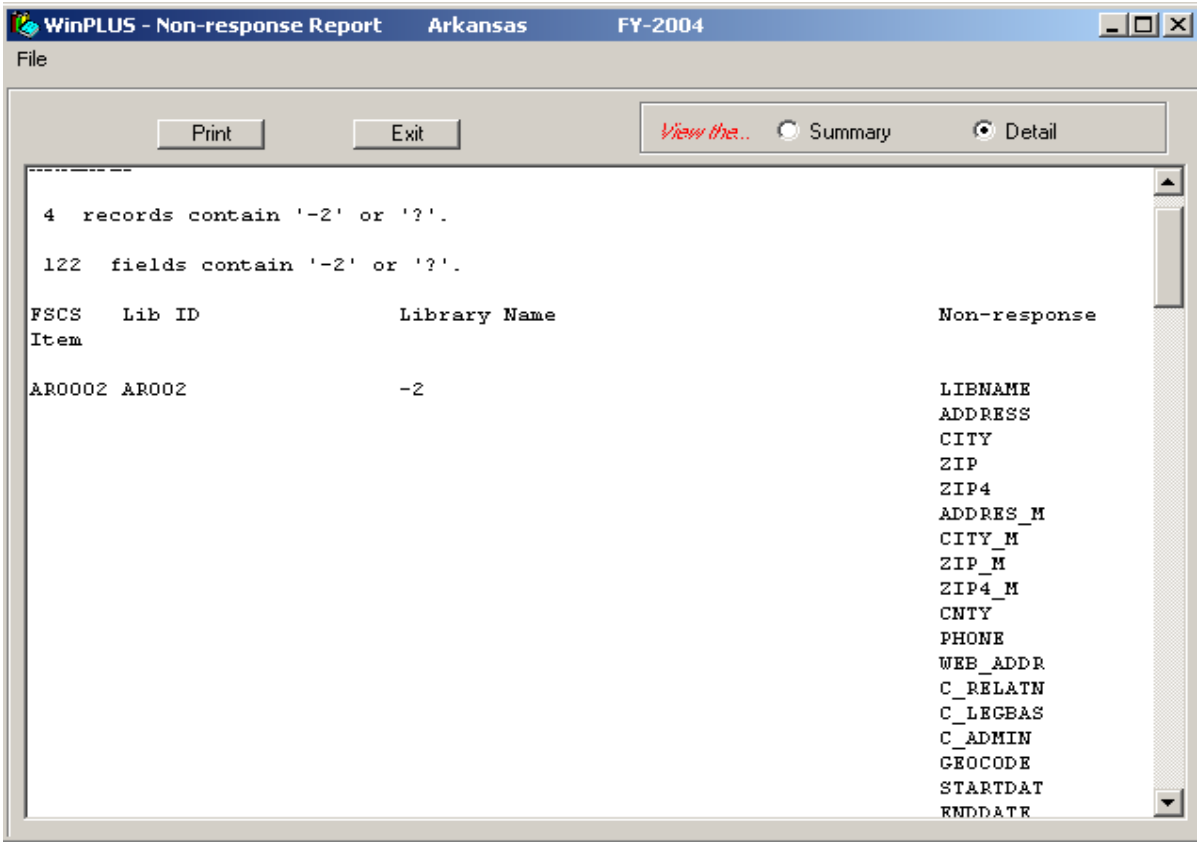
When your data are edited and final, run the 'Non-response (–2) Report' by selecting the 'Quit' option on the WinPLUS Main Menu. This report lists the records (if any) that contain –2s in the administrative entity file and outlet file, along with the message (displayed below): 'ATTENTION: [#] items have no response. Your data file is NOT ready to be submitted.' Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' to replace the –2s with valid data, and then proceed again with the 'Quit' option to verify that no –2s are on your files before submitting the data.



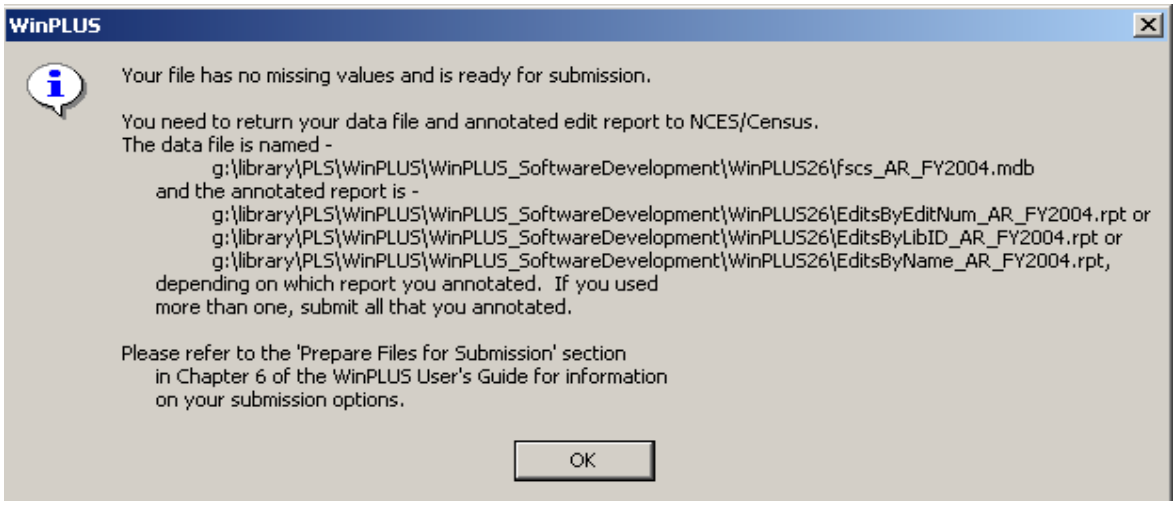
Note:

- No data file containing –2s will be accepted for submission to NCES.
- This option should be run even if you are zipping/FTPing your files to send to Census.

The user may view the 'Non-response (–2) Report' by 'Summary' or by 'Detail' by clicking on the desired option. The following screen shows the 'Detail' view of records that contain –2 values. Items with –2s are listed in the column labeled 'Non-response'.



If your data file does not contain –2 values, the following screen will be displayed, providing instructions for submitting your data files.



The following materials must be received for your data submission to be complete:

1. Your final, edited data file (**fscs_XX_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the reporting period ending year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**

2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census**.** You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.

3. The signed State Librarian Certification form. This form is included as Attachment E to the letter you received with the user's guide. When you submit the form, NCES requests that you enter (in the box provided near the bottom) the number of hours it took to prepare your data for entry into WinPLUS and to review and annotate the edit report. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hardesty at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

Mailing Instructions

States are encouraged to submit their data over the Internet by Web browser, File Transfer Protocol (FTP), or e-mail. Alternatively, the data can be submitted by regular mail. If you have any questions about these options (discussed below), please contact Cynthia Ramsey or Laura Hardesty at 1-800-451-6235 or via e-mail at govs.pls@census.gov.

Internet Submission. The following mailing options are available**:**

- **Data submission by Web browser or File Transfer Protocol (FTP).**

  If you are using a Web browser, go to www.census.gov/govs/www/pls.html and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button to submit your data file (fscs_XX_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate). Note: Only one file at a time can be sent by FTP, so please follow the direction to send your data file and edit report separately.

  If you are using a FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer the data file (fscs_XX_FYZZZZ.mdb) and the edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate).

  If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at 1-800-451-6235 or via e-mail at **govs.pls@census.gov**.

  Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

- **Data submission by e-mail.** You may submit your data file (fscs_XX_FYZZZZ.mdb) and edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g., PKZIP, WINZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to govs.pls@census.gov. Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

Data Submission by Regular Mail. The following mailing options are available:

- **Federal Express and United Parcel Service (UPS) (overnight delivery).** If you choose one of these options, please be sure to send your complete submission to the following address:

  Cynthia Ramsey or Laura Hardesty
  U.S. Department of Commerce
  U.S. Census Bureau
  8905 Presidential Parkway
  Washington Plaza, Bldg 2, Room 508
  Upper Marlboro, MD 20772
  Phone: (301) 763-1568

- **U.S. Postal Service (including Express Mail).** *The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this option, please be sure to send your complete submission to the following address:*

  Cynthia Ramsey or Laura Hardesty
  U.S. Department of Commerce
  U.S. Census Bureau
  Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to **govs.pls@census.gov** and let Census know you sent the file.